

U. S. DEPARTMENT OF ENERGY AND NATIONAL NUCLEAR SECURITY ADMINISTRATION  
TRAINING ANNOUNCEMENT

***Leading People***  
Administered by the USDA Graduate School

<b>Program Overview:</b>	<p>The Graduate School, USDA Leadership Development Program offers four Senior Executive Service (SES) development seminars designed to help you position yourself for selection into the SES. Each seminar reflects different key components of OPM's Executive Core Qualification (ECQ) Competencies. Leading People is one of the four seminars offered.</p> <p>At its core, successful leadership is about leading and motivating people. The Leading People seminar is a highly interactive three-day seminar. You participate in a broad variety of proven leadership training activities and increase your awareness of leadership competencies such as team building, conflict management and leveraging diversity. The seminar addresses the following ECQ leadership competencies: Conflict Management, Leveraging Diversity, Integrity/Honesty, Human Resources Management and Team Building, as well as the following ECQs: Business Acumen, Leading Change and Results-Driven.</p>
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Apply the principles of effective teamwork to complex business issues</li> <li>• Resolve conflict by applying a variety of conflict management styles</li> <li>• Leverage diversity and foster inclusion in the workplace</li> <li>• Describe the relevant human capital management issues facing federal executives</li> </ul>
<b>Audience:</b>	<p>The seminar is open to current members of the SES seeking additional or refresher training in various executive competencies, individuals participating in agency Candidate Development Programs, and those at the GS-14 and GS-15 levels seeking to enhance their qualifications for entrance into the SES.</p>
<b>Cost:</b>	<p>Tuition is \$1535 and is the responsibility of the participant's organization, as are travel and per diem expenses. Travel costs will vary based on the participant's physical location.</p> <p><b>Location:</b> USDA Graduate School, 600 Maryland Avenue, S.W., Washington, DC 20024.</p>
<b>Program Cycle:</b>	<p>A 3-day program that runs December 7-9, 2009.</p>
<b>Nomination Procedures for DOE and NNSA Employees:</b>	<p><b>Step 1:</b> Employees must coordinate their application package through his or her training <a href="#">liaison/coordinator</a> as well as your supervisor. <b>Step 2:</b> For those organizations currently using the Corporate Human Resource Information System (CHRIS) training workflow, please use workflow to submit your request for training enrollment in <b>Course #001574, Session #0007</b>. For those organizations not currently using the training workflow process, please follow your existing interoffice registration process. <b>Step 3:</b> Submit nomination materials to Norman Houghtaling, Career Development Assistant, HC-21 via email, <a href="mailto:norman.houghtaling@hq.doe.gov">norman.houghtaling@hq.doe.gov</a> or fax (202) 586-9570.</p> <p>Note: Employees should not register on USDA website.</p>
<b>Points of Contact:</b>	<p>Norman Houghtaling, Career Development Assistant, (202) 586-0953 or <a href="mailto:norman.houghtaling@hq.doe.gov">norman.houghtaling@hq.doe.gov</a>; or Ernita Collins, Interim Program Manager, Office of the Chief Human Capital Officer, Enterprise Training Services, HC-21 at (202) 586-7020 or <a href="mailto:ernita.collins@hq.doe.gov">ernita.collins@hq.doe.gov</a>.</p>
<b>Nomination Due Date:</b>	<p><b>November 23, 2009</b></p>
<b>Cancellation Policy:</b>	<p>You may receive a full refund if the refund request is received more than 14 calendar days before the class or program begins. After that date, you may substitute another participant or transfer to another session, but refunds will not be given.</p>
<b>Additional Information:</b>	<p>More detailed information on the program is available on the Graduate School USDA Website, <a href="#">Graduate School, USDA - Leadership Development Programs</a>.</p>