

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

Executive Survival Skills
Administered by the USDA Graduate School

Program Overview:	<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. Executive Survival Skills Seminar is one of the four seminars offered.</p> <p>The three-day Executive Survival Skills seminar focuses on challenges facing today's federal leaders and addresses theoretical and practical aspects of leadership essentials for survival in today's changing environment. You learn successful strategies that will expand and enhance your leadership capabilities. Executive Core Qualifications (ECQs) addressed are Leading People, Leading Change, Building Coalitions/Communications and Business Acumen.</p>
Objective:	<p>At the conclusion of the course, participants should be able to:</p> <ul style="list-style-type: none"> • Apply the strategies and tactics of effective negotiation • Balance work/life priorities • Enhance trust among peers, direct reports and superiors • Systematically analyze organizational problems
Audience:	<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>
Cost:	<p>Tuition is \$1,535 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>Location: USDA Graduate School, 600 Maryland Avenue, S.W., Washington, DC 20024.</p>
Program Cycle:	<p>A 3-day program that runs October 19-21, 2009.</p>
Nomination Procedures for DOE and NNSA Employees:	<p>Step 1: Employees must coordinate their application package through his or her training liaison/coordinator as well as your supervisor. Step 2: 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 Course #001572, Session 0006. For those organizations not currently using the training workflow process, please follow your existing interoffice registration process. Step 3: Submit nomination materials to Norman Houghtaling, Career Development Assistant, HC-21 via email, norman.houghtaling@hq.doe.gov or fax (202) 586-9570.</p> <p>Note: Employees should not register on USDA website.</p>
Points of Contact:	<p>Norman Houghtaling, Career Development Assistant, (202) 586-0953 or norman.houghtaling@hq.doe.gov; or Ernita Collins, Interim Program Manager, Office of the Chief Human Capital Officer, Enterprise Training Services, (202) 586-7020 or ernita.collins@hq.doe.gov.</p>
Nomination Due Date:	<p>October 9, 2009</p>
Cancellation Policy:	<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>
Additional Information:	<p>More detailed information on the program is available on the USDA Graduate School Website Graduate School, USDA - Senior Executive Service (SES) Developmental Seminars.</p>