

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

Washington Executive Seminar
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. Washington Executive Seminar is one of the four seminars offered.</p> <p>This is a two-week non-residential program that focuses on the Executive Core Qualifications (ECQs) of Leading Change and Building Coalitions/Communications. It also touches on the other ECQs as well. Participants gain from individual and group activities, exercises, and presentations, and they will take advantage of the Washington location to interact with Congress, as well as specialists in federal government operations.</p>
Objective:	<p>At the conclusion of the course, participants should be able to:</p> <ul style="list-style-type: none"> • Describe the ECQ requirements and process for gaining entry to the SES • Identify ways to lead an agency in achieving organizational change • Build coalitions and networks through effective executive communication strategies • Describe the workings of Congress and the executive offices and their impact on federal agencies
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 \$3,445 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 two-week program that runs September 14-25, 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 #001575, Session #0007. 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 the 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>September 4, 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>