

The Executive Leadership Program (ELP)

1. The Lejeune Leadership Institute (LLI) is soliciting Civilian Marine nominations for participation in **the Executive Leadership Program (ELP)**. The ELP is part of the Centrally Managed Civilian Leadership Courses providing developmental opportunities targeting GS 11-13. The program is scheduled to begin in May 2015.

- Who should participate?

Those Civilian Marines at the grade level of GS-11 through GS-13 and equivalent who have a minimum of 2 years of Federal service, have recently entered into a leadership position or have a high potential for leadership and who wish to develop, enhance, or improve their leadership skills.

- What will I learn?

The instructions provided in the program address fundamental competencies that are identified by the Office of Personnel Management (OPM) as essential for all federal employees with an emphasis on Leading People. Training focuses on competencies such as Team Building, Conflict Management, External Awareness and Critical Thinking. There is a special emphasis on the study of Emotional Intelligence, Mentoring and Coaching.

- What is required of me?

As a participant you will be expected to attend four one-week training sessions. Complete an assessment to identify current skills and competencies needed for continual growth and development. Develop a plan outlining your career development goals that also identifies barriers and strategies for overcoming challenges. Complete a 60 day developmental assignment, a five-day shadow assignment of a senior manager, an 8-hour community service project, five executive interviews, and engage in a variety of writing assignments to elevate your written communication skills.

- Where do I get more information about the Executive Leadership Program?

The Executive Leadership Program is provided by the Graduate School USA in Washington D.C. additional information can be found on their website

http://www.graduateschool.edu/index.php?option=com_content&task=view&id=212&Itemid=154

2. Marine Corps University, LLI, will centrally fund the tuition, travel and per diem costs.

3. This is a competitive, career enhancement program. A limited number of employees will be selected to participate in this program.

Nomination packages must include the following:

a). A completed ELP Application that includes information about the applicant, the applicant's immediate supervisor, and the program coordinator at the applicant's organization; the program coordinator is the person who will maintain records of the applicant's developmental activities and serve as a liaison with the Graduate School on program matters;

Program Coordinator

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|-----------------------------------|--|
| Name | Patricia Williams |
| Position Series, Grade, and Title | 1720, GS13, Courses Manager |
| Email Address | Patricia.williams1@usmc.mil |
| Work Address | 3094 Upshur Avenue, Quantico, VA 22134 |
| Work Phone | (703)784-2788 |

- b). The application must also include a statement from the applicant indicating the applicant's purpose for applying and how participation in the ELP will support the applicant's career goals;
- c). The applicant's current resume, signed and dated by the applicant
- d). SF182 - Authorization, Agreement and Certification of Training. It must include a signed copy of the "Agreement to Continue in Service"
- e). Signed Page 6 - Guidance For Participants Enrolled in Centrally Managed Civilian Leadership Courses Programs

It is important that only the most qualified candidates are nominated for the program. Individuals should be nominated based on both their leadership and management potential and their motivation to fully participate and complete all program requirements. Participants will be absent from their position of record for a minimum of three months. Participants must finish all program components. No exceptions will be made. Additional work time will be needed to complete some activities and to meet other requirements that must be accomplished. Please carefully consider these time requirements before submitting a nomination package (forms are available on CHRO website at <http://www.mcasiwakuni.marines.mil/Organizations/Station/CHRO/Training.aspx>. If it is unable to access to CHRO website, please let me know. I will send the forms individually).

DUE DATE:

The packages must be hand-delivered to Mr. Atsuhiko Takeuchi, CHRO, Bldg 1, DSN 253-5694 by 4 Feb 15. Incomplete packages will not be accepted. For additional information please contact Mr. Takeuchi at CHRO, Bldg 1, DSN 253-5694.