

Curriculum Theme: Leading Self
Audience: GS 7-11 or equivalent
Program Schedule: Six months
Three one-week residential sessions (attendance required)
9.8 CEU
Tuition: \$3325

Building a career plan and establishing growth opportunities is essential to the success of all federal employees – have you created the right path for personal and professional development? The New Leader Program is designed to develop future public leaders who are currently at the GS 7-11 grade level. Through assessment, experiential learning and individual development opportunities, this program builds on critical competencies designed to develop high performing employees with effective leadership skills.

NLP 2013-1

Session I (Orientation) March 17-22, 2013
Session II June 23-28, 2013
Session III (Graduation) September 15-20, 2013
Nomination Deadline: February 22, 2013

NLP 2013-2

Session I (Orientation) August 4-9, 2013
Session II November 3-8, 2013
Session III (Graduation) February 2-7, 2014
Nomination Deadline: July 12, 2013

The New Leader Program is strategically designed around three program components:

Training

Participants are required to attend three one-week residential training sessions beginning on Sunday evening and ending each week at noon on Friday. Key training is developed under the Executive Core Qualifications designed by the Office of Personnel Management with an emphasis on **the 22 competencies key to personnel at the GS 7-11 Grade Level**. Training focuses on competencies such as Customer Service, Continual Learning, Written Communication, Flexibility, and Team Building. Program special interests focus on self awareness, diversity and generations, the power of strong communication skills, and understanding their job from an organizational perspective. A 360 Group Report identifies additional training that may be critical to a specific cohort of students.

Team Building

Program participants work with an experiential learning team throughout the six month program. Teams consist of peers representing diverse agencies and job series. The Myers-Briggs Type Indicator is used as a tool to help teams better understand and work with peers in

the program as well as those in their current work environment. The team environment provides an opportunity for participants to practice newly learned leadership skills. Building on their study of the Executive Core Qualifications, teams deliver a final product to their classmates during the graduation week activities.

Developmental Assignments

The New Leader participant is exposed to new ideas and new thinking through a number of developmental activities. These activities are required of all program participants:

- **Personal Development Action Plan.** Participants complete the Graduate School's Leadership Effectiveness Inventory (LEI), a 360 assessment, to determine strengths and developmental needs. Through feedback, each participant designs a **Personal Development Action Plan (PDAP)** that is tailored to the participant's individual needs. This plan includes a series of developmental assignments and independent study activities, primarily within their organizations.
 - **Developmental Assignment.** A 30-day work experience is required during the six-month program. This assignment provides participants the opportunity to develop skills and competencies in areas outside of their technical expertise. This activity provides an opportunity to network and represent their office in new contexts.
 - **Shadowing Assignment.** Participants complete one three-day assignment "shadowing" a senior federal manager from the GS/GM-13 level to the Senior Executive Service (SES) level. Through this assignment, participants are exposed to managerial excellence and gain visibility among managers and executives. This is an opportunity to view decision-making styles and problem-solving techniques in a real-world situation.
 - **Management Interviews.** Participants are required to interview two career employees of the federal workforce at the GS/GM-13 or higher level. These interviews provide opportunities to gain critical information for successful long-term career planning and development. Participants gain insight and knowledge about the role of public sector managers through well-designed personal and professional questions.
 - **Book reviews.** Participants read and review two books related to the competencies that they are trying to develop during the program. Book reviews enhance participants' sensitivity to management issues, trends, and concepts that may or may not be currently observed.

The nomination package must be received by the nomination deadline and must include:

- A completed [New Leader Program 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 between Graduate School USA and the participant.

- A statement from the applicant indicating the purpose for applying and how participation in the New Leader Program will support the applicant's career goals
- The applicant's current resume, signed and dated by the applicant
- Payment must accompany the application before it will be processed. We accept:
 - Credit cards (American Express, Diners Club, MasterCard, and VISA)
 - Government purchase cards
 - Organization purchase order; a completed and signed government training authorization form (e.g., [SF182](#)) can be submitted in lieu of a purchase order
 - Cash, Money Orders, Checks, or Cashier's Checks

Applicants are advised that their organization may have different requirements and different deadline dates for submitting applications. Please check with agency coordinators to determine if there is an internal competitive process before submitting an application to the NLP.

If you have questions or need additional information, please contact staff in the Center for Leadership and Management.

Contact Information

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 Center for Leadership and Management
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Consideration

Individuals should be nominated based on both their leadership potential and their motivation to fully participate in and complete all program requirements. To complete the New Leader Program, participants will be absent from their position of record for a minimum of three weeks of training and thirty days at their developmental assignment. Participants must finish all program components— NO exceptions will be made. Additional work time will be needed to complete some team activities and other program requirements. Please carefully consider these time requirements before submitting a nomination package.

Withdrawals and Substitutions

Withdrawals and Substitutions are accepted at no cost if made more than 14 days before the program begins. For cancellations less than 14 days before the program begins, there is a \$1,000 processing fee if no substitution is made. There will be no refund for withdrawal after the orientation session begins. Because of the amount of time necessary to complete the pre-

assessments, substitutions will only be accepted 14 days prior to the program beginning.

Accessibility

Graduate School USA is an equal opportunity provider and employer. We make every practical effort to ensure that our programs are [accessible](#) to physically challenged participants and participants with special needs. Upon acceptance into the program, students requiring assistance and accommodation should complete a [Special Accommodation Request form](#) and submit it to the Office of the Registrar. The Special Accommodations Coordinator may be reached at (202) 314-3349 or registrar@graduateschool.edu and by TDD at (888) 744-2717.