

ASPIRING LEADER PROGRAM

The Aspiring Leader Program prepares federal employees at the GS 4-6 levels STRL salary equivalent or Wage Grade equivalent, for positions as team leaders, supervisors, and managers. The program strengthens basic competencies and managerial skills such as:

- Oral and Written Communication
- Interpersonal Skills
- Self-Direction
- Customer Service
- Flexibility
- Leadership Skills
- Problem Solving
- Decisiveness

The program provides two main benefits:

- Participants acquire the skills they need to work well in a team environment; and
- Organizations acquire team-oriented, self directed staff members.

The Aspiring Leader Program is a two-month program structured around two, five-day seminars. Classroom learning and self-study assignments allows participants to tailor their program to specifically fit their developmental needs. In addition, the program contains several developmental work assignments to be completed outside the classroom. Because teamwork is critical to good management, participants are also assigned to a Leadership Development Team during the residential sessions. These teams strengthen leadership and interpersonal skills, stimulate commitment to personal development and provide a forum for exploring and addressing current issues facing supervisors and managers in the federal workplace. Each team will prepare and deliver a one- hour presentation on a management-related topic for their class

Core Classroom Curriculum

The Aspiring Leader Program's classroom curriculum is divided into three five-day seminars located in the Washington, D.C. metropolitan area. Additional details for each session follow:

WEEK 1: Orientation and Skill Building

This session focuses on:

- Professional Etiquette
- Self-Direction
- Career Management
- Foundations of Leadership
- Communication Skills
- Interpersonal Skills

WEEK 2: Team Presentations, Closeout and Graduation

In this session, emphasis is placed on:

- Oral Communication
- Public Service Motivation
- Transferring Skills to the Workplace
- Continual Learning

The program provides two main benefits (NEW):

- Enhanced understanding of the fundamental competencies as outlined under the Executive Core Qualifications; and
- Identify Strategies for career success

Payment Method Information

A [SF 182, Authorization, Agreement and Certification of Training](#) covering **tuition of \$2,175** must be entered in Navy-ERP when the application is submitted to the Program Coordinator. A sample SF182 has been provided and populated with general information for use in submitting the request through Navy-ERP. Tuition does not cover meals, travel and lodging and are the responsibility of the applicant's competency.

Schedule

The Aspiring Leader Program will be held in WASHINGTON DC on all dates listed below.

ALP 2012-1	Week 1	March 26-30, 2012
ALP 2012-1	Week 2	April 30-May 04, 2012
ALP 2012-2	Week 1	July 09-13, 2012
ALP 2012-2	Week 2	August 13-17, 2012
ALP 2012-3	Week 1	September 24-28, 2012
ALOP 2012-3	Week 2	October 29-November 02, 2012

Application

The [Aspiring Leader Program Application](#) and a current signed resume must be submitted by 15 February 2012 to the Patuxent River site Developmental Programs Coordinator (301-757-4125). Application and resume may be submitted electronically to louise.barnes@navy.mil or faxed to 301-342-4523. Applicants must indicate on the application the session requested. NOTE: Application is 15 February 2012 regardless of the requested session.

Special Needs Accommodations

Participants needing Special Accommodation Services must complete the [Student Request for Special Accommodations Services](#) form and submit it with the application.

Withdrawals and Substitutions

Withdrawals are accepted at no cost if made 14 days before the program begins. If you cancel less than 14 days before the program begins, there is a \$500 processing fee if no substitution is made. There will be no refund for withdrawal after the orientation session. Substitutions may be made anytime until the session begins