

## ***NEW LEADER PROGRAM***

The New Leader Program (NLP) is a six-month, part-time leadership development program designed to develop future leaders by providing assessment, experiential learning, and individual development opportunities. The program develops future public service leaders by providing a solid training and development foundation of leadership skills and team building, which are enhanced by agency developmental experiences.

The program is open to employees at the GS 7-11 levels (STRL and Wage Grade equivalent employees) who have recently entered leadership positions or have a high potential for leadership. These positions often include first-line supervisors, team leaders, project managers, administrative support, and members of self-directed work teams. The New Leader Program is for participants who wish to develop, enhance, or improve their leadership skills. Individuals should be nominated for this program based on their potential and motivation to complete all requirements and participate fully in all components of this intensive six-month program.

**Assessment** The program begins with each individual completing two self-assessment instruments. The assessment instruments are completed by the participants, along with their supervisors and peers. Needs assessment tools are used to help participants understand their strengths and weaknesses in order to achieve more effective results from the program. The assessment includes:

Leadership Effectiveness Inventory (360 degree feedback assessment instrument)  
Myers-Briggs Type Indicator Assessment (self only)

**The Assessment Activity** The assessment activity facilitates participant's development process by providing them with objective feedback on their developmental needs. Participants are encouraged to share their results with their supervisor and managers. By combining their assessment results with their own and their manager's views of their needs, participants will be assisted in the development of a personalized leadership development plan.

**Individual Development** Each participant develops and follows a customized Personal Development Action Plan (PDAP). The PDAP is based on feedback from the Leadership Effectiveness Inventory, and will essentially act as the participant's blue print and road map throughout the program. It will consist of customized developmental objectives and experiences that will assist each participant's growth and development, and utilize the New Leader Program's integrated approach to leadership development. Participants receive classroom instruction and counseling in the development of their PDAP, and are required to coordinate plan preparation with their first-line supervisor and their agency program coordinator to ensure appropriate support.

**Experiential Learning** Participants practice and develop skills in real-world situations. This includes, but is not limited to, developmental activities, team-based learning, simulations, role playing, and case studies, while classroom learning supplements learning that occurs on the job. Participants are also assigned to Learning Teams, which aide them in becoming more self-directed, action-oriented, and visionary leaders. The experiential learning focuses on program components which include:

- Individual Assessment
- Three one-week residential sessions
- Leadership Development Plan
- Learning Teams/Team Projects
- 30-Day Developmental Work Assignment
- Management Readings
- Management Interviews
- Shadow Assignment

**Developmental Assignments** Participants will be required to complete a 30-day developmental assignment within their agency, but outside of their position of record. This program component is designed to provide the participant with opportunities to develop competencies in areas outside of their technical expertise. Each participant will also be required to complete two management book reviews, shadow and interview a senior-level manager at the GS-13-SES level. Participants are assigned to learning teams during the orientation. Each team will explore a program-related issue and make a one-hour team presentation of this issue during the final week of the program.

**Core Classroom Curriculum** The curriculum employs an integrated approach to leadership development in which a heavy emphasis is placed on individual assessment, experiential learning, and individual development. The core classroom curriculum consists of three intensive one-week residential sessions. Throughout the program participants are assigned to a Leadership Development Team. These teams remain intact throughout the program and attend all curriculum sessions together. 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 workplace. Each team will be responsible for preparing and delivering an hour-long presentation on a leadership development-related topic to the class. Each week of the residential session focuses on skill building, teams at work, and various leadership competencies. Some of these leadership competencies include:

- Team Building
- Decision Making/Problem Solving
- Decisiveness
- Customer Service
- Conflict Management
- Oral Communication
- Written Communication
- Leveraging Diversity
- Flexibility

**Applications** [The New Leader Program Application](#) and current signed resume' must be submitted electronically directly to the Developmental Programs Site Coordinator, Louise Barnes [louise.barnes@navy.mil](mailto:louise.barnes@navy.mil). The application and resume', regardless of the session that is being requested must be submitted **by 30 January 2012**.

### **NLP 2012-1 Program**

Orientation	11-16 March 2012	Chesapeake, VA
Session 1	10-15 June 2012	Flintstone, MD
Graduation	16-21 September 2012	Timonium, MD

### **NLP 2012-2 Program**

Orientation	05-10 August 2012	Chesapeake, VA
Session 2	04-09 November 2012	Newport News, VA
Graduation	27 January-01 February 2013	Hunt Valley, MD

**Selection Notification** Applicants, program coordinators and first-line supervisor will receive written notification of selections. Selectees will be notified of training location and hours prior to the orientation start date.

**Cancellations and Substitutions** Cancellations from the program may be made at no cost if request more the 14 days prior to the start date. Cancellation request made less than 14 days prior to the start date will incur a \$500.00 processing fee. There can be no refund after the orientation session.

**Payment of Tuition** The SF182, Authorization, Agreement and Certification of Training, will be requested once the Graduate School, USDA has made selections. **Tuition cost is \$3,275.00**. This cost does not include travel and per diem. All costs must be borne by the applicant's competency. Applications should be prepared to enter their request in Navy ERP immediately upon notification of selection. **NOTE:** Selectees may request a sample SF182 for use in entering the request in Navy ERP from the Developmental Programs Site Coordinator.