



LEAD

The Leadership Education and Development (LEAD) Certificate Program

ELIGIBLE VETERANS MAY USE THEIR EDUCATION BENEFITS FOR OPM'S LEAD CERTIFICATE PROGRAM

SERVING . . . LEARNING . . . LEADING

OPM's LEAD Certificate Program empowers Federal leaders to take charge of their professional development by providing a clear path to leadership education that's relevant and meaningful. Now approved by the U.S. Department of Veterans Affairs as a non-college degree program, LEAD offers excellent leadership education at every level for career-oriented veterans in the Federal government.

With five distinct leadership levels, the LEAD Certificate Program offers "must have" leadership skills that help individuals fulfill their Individual Development Plan (IDP), and it puts them squarely on the path to career advancement. By educating tomorrow's leaders today, the LEAD Certificate Program helps Chief Learning Officers, training officers, managers and supervisors meet the challenges of succession management.

Over the course of my federal tenure, I have taken many leadership classes and they have helped me to grow both professionally and personally. However, none of the classes have made the same impact as the OPM LEAD Certificate Program." - LEAD Graduate

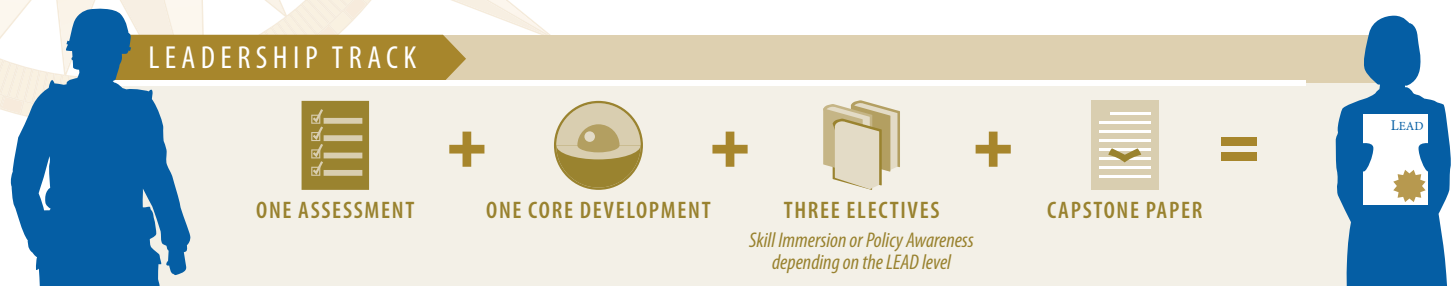
How the Participant Benefits

- Gain leadership skills you'll use throughout your career
- Build skills to prepare for career changes
- Learn with/from government peers through interagency experience
- Develop and fulfill your Individual Development Plan (IDP)
- Multiple offerings enable flexible scheduling
- Documentation of leadership development for career advancement
- Many LEAD courses eligible for college or graduate credit through the American Council on Education (ACE)

How the Agency Benefits

- Improve leadership, communication and collaboration skills to better support agency missions
- Interagency experience promotes sharing of best practices among many participating agencies
- Program designed by government, for government
- Program aligned with OPM's Executive Core Qualifications (ECQs), recognized government-wide
- Can help meet succession planning needs

For more information about the LEAD Certificate Program, contact (303) 671-1136
Email: LEAD@opm.gov



SERVING

LEARNING

LEADING

See full course listings for all 5 Leadership Tracks on reverse

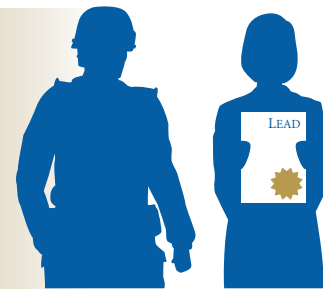
The LEAD Curriculum:

Five Leadership Tracks—One Great Career Move

All tracks are drawn from OPM's full catalog of leadership seminars. To find out more or register for the LEAD Program, visit www.leadership.opm.gov or call 303-671-1136.

Choose from these tracks:

- Project/Team Lead
- Supervisor
- Manager
- Executive
- Professional Leader



Leadership Track PROJECT/TEAM LEAD

(No formal performance appraisal responsibility)

- Assessment** Leadership Assessment Program—Level I*
- Core Development** Team Development Seminar: Team Building and Team Leadership*
- Policy Awareness** None Required
- Skill Immersion** **Choose Any Three**
- Conflict Resolution Skills*
 - Effective Writing in the Federal Government
 - Facilitation Skills for Leaders*
 - Leadership Skills for Non-Supervisors*
 - Project Management Principles*

Leadership Track SUPERVISOR

(Conducts performance appraisals for non-supervisory staff)

- Assessment** **Choose one of the following**
- Leadership Assessment Program—Level II*
 - Leadership Assessment Program—Level I* (Leadership Assessment Program Level I may be used for the Supervisor Certificate if taken **before** or **during** your first year of being a supervisor)
- Core Development** **Take Both**
- Supervisory Development Seminar I: Fundamentals*
 - Supervisory Development Seminar II: Learning to Lead*
- Policy Awareness** None Required
- Skill Immersion** **Choose Any Three**
- Coaching and Mentoring for Excellence*
 - Communicating Face to Face
 - Conflict Resolution Skills*
 - Effective Writing in the Federal Government
 - Managing the Flexible Workplace
 - Women's Leadership Seminar

Leadership Track MANAGER

(Conducts performance appraisals for one or more supervisors and staff)

- Assessment** Leadership Assessment Program—Level II
- Core Development** **Take One**
- Management Development Seminar I: Leading from the Middle* (Suggested for managers with less than 2 years' experience)
 - Management Development Seminar II: Leading Organizations* (Suggested for managers with 2+ years' experience)
- Policy Awareness** **Choose One**
- Dynamics of Public Policy Seminar*
 - Federal Regulatory Policy Seminar
 - Federal Budgetary Policies and Processes Seminar*
 - National Security Policy Seminar
 - Science, Technology and Public Policy Seminar*
- Skill Immersion** **Choose Any Two**
- Coaching and Mentoring for Excellence*
 - Communicating Face to Face
 - Conflict Resolution Skills*
 - Developing Customer-Focused Organizations*
 - Extraordinary Leadership

Leadership Track EXECUTIVE

(Senior Manager level)

- Assessment** Senior Executive Assessment Program* (for GS-15)
Leadership Assessment Program—Level II* (for GS-14)
- Core Development** **Choose One**
- Executive Development Seminar: Leading Change*
 - Leadership for a Democratic Society*
- Policy Awareness** **Choose One**
- Dynamics of Public Policy Seminar*
 - Federal Budgetary Policies and Processes Seminar*
 - Federal Regulatory Policy Seminar
 - National Security Policy Seminar
 - Science, Technology and Public Policy Seminar*
- Skill Immersion** **Choose Any Two**
- Collaborating Across Organizational Boundaries
 - Crisis Leadership Workshop*
 - Executive Communication Skills: Leading the Process of Change
 - Leadership Competencies: Preparing for the Next Step
 - Leadership for a Global Society—Global Series
 - Leading Through Constructive Conflict
 - Resiliency Advantage

Leadership Track PROFESSIONAL LEADER

(Federal professionals who are not in a formal management position, but who exercise influence, design and implement policy, and work in broad partnerships within and outside their agency)

- Assessment** Leadership Assessment Program—Level I*
- Core Development** Collaborative Leadership Seminar*
- Electives** **Choose any three from the Policy Awareness and Skill Immersion Electives**
- Policy Awareness**
- Dynamics of Public Policy Seminar*
 - Federal Budgetary Policies and Processes Seminar*
 - Federal Regulatory Policy Seminar
 - National Security Policy Seminar
 - Science, Technology, and Public Policy Seminar*
- Skill Immersion**
- Conflict Resolution Skills*
 - Crisis Leadership Workshop*
 - Effective Writing in the Federal Government
 - Facilitation Skills for Leaders*
 - Project Management Principles*
 - Resiliency Advantage
 - Women's Leadership Seminar



* College credit may be available



LEAD Certificate Program
Phone: (303) 671-1136
Email: LEAD@opm.gov
www.leadership.opm.gov

FEDERAL EXECUTIVE INSTITUTE
 in Charlottesville, VA

EASTERN MANAGEMENT
 DEVELOPMENT CENTER
 in Shepherdstown, WV

WESTERN MANAGEMENT
 DEVELOPMENT CENTER
 in Denver, CO