EM’S DEVELOPMENT PROGRAM FOR NEW MANAGERS/SUPERVISORS

March 26, 2013

Office of Human Capital and Corporate Services
Topics to Be Discussed

• Program Attributes
• First Year: Core Development Activities
• Second Year: Core and Elective Development Activities
• Additional DOE/EM Mandated Development (Annually)
• Recommendations
Program Attributes

- As the most recent addition to EM’s Leadership Excellence Program (LEP), all new managers/supervisors are to participate in this development program.
- The program meets OPM, DOE and EM requirements for new managers and supervisors.
- Program consists of 80 hours of supervisory development over a 2-year period; 40 hours/year.
- First year: core (required) development activities; Second year: core and elective development activities.
- Each new manager/supervisor is expected to develop an Executive Excellence Plan (EEP) or Individual Development Plan (IDP), as appropriate, incorporating program requirements.
First Year: Core Development Activities

• Forty hours of supervisory development, as follows:
  – Supervisory Essentials, Strategies for Success (32 hours)
  – Navigating the Federal Hiring Process (8 hours)

• Additionally, the following development activities:
  – Develop EEP or IDP, as appropriate (first month)
  – Take 360° Assessment (end of year)
  – Select/meet regularly with mentor/Coach
  – Take Collective Bargaining Agreement refresher
  – Take E-Performance training
Second Year: Core and Elective Development Activities

• Forty hours of supervisory development, as follows:
  – *Coaching for Performance* (8 hours)
  – *Dealing with Difficult People* (8 hours)
  – *Conflict Resolution* (8 hours)
  – *Safety Conscious Work Environment* (8 hours)
  – *Electives* (8 hours)

• Suggested Elective Development Activities
  – Federal Executive Institute (FEI)
  – DOE Leadership Development Series (Leadership Seminars)
  – Leading EDGE- Executives Driving Government Excellence
  – Other classroom courses, online courses, webinars, conferences/seminars
Additional DOE/EM Mandated Training (Annually)

• All supervisors (8.5 hours of online training)
  – Diversity & Inclusion (2 hours)
  – Continuity of Operations Plan (COOP) (.5 hour)
  – Ethics (1 hour)
  – Information Systems Security Awareness (1 hour)
  – No Fear Act (1 hour)
  – Privacy Act (1 hour)
  – Federal Employee Occupational Health and Safety (FEOHS) (for Managers; 1 hour)
  – Records Management (1 hour)