



## FTIP Senior Executive & Leadership Development Training

We thank you for your interest in the upcoming FTIP SES & Leadership Development training. Listed below are some of the upcoming workshops. Please note that there are many more to come! We will be adding additional information on the workshops as it becomes available. We look forward to your participation and seeing you at the event September 20-22, 2017.

### 1. **Introduction to the Senior Executive Service (SES-100)**

What is the Senior Executive Service (SES)? What is the SES Corps? Gain an understanding and a glimpse into the environment of the Federal government's top career leaders, their challenges and responsibilities. As top leaders retire, opportunities increase. Come and learn about the how and why of the SES and how you could become a member of an elite corps leading the Federal workforce.

### 2. **"A Letter to my Younger Self" How to Build Your Leadership Capacity Through Self Reflection and Self-Compassion**

This workshop will help you uncover deep truths about your leadership experience, and help breathe new life into your leadership capacity. You will experience moments of joy, healing, and personal and professional insights. This workshop will help you understand and accept that there is no greater leadership expert on your life, or on what you can accomplish, than you. Through reflection and compassion found in letter writing, you will identify your three core leadership traits, identify your leadership patterns of success, and point out areas of your current leadership journey that require your continued attention.

### 3. **A Necessity of Character**

Effective leadership requires admirable leadership qualities. When many strive to succeed with ineffective results, those leaders who develop their character traits are those leaders who will thrive. In order to lead people and build coalitions, leaders of genuine character gain followership, deliver results, affect change, and possess the ability to work with people of all genres.

This presentation will address an array of qualities leaders must develop to be agents of change. Participants will learn the character traits that are essential to leadership and understand why we have a need for admirable leadership.



#### **4. The Framework of Executive Qualifications & Competencies Required for the SES Corps (SES-101)**

Are you interested in becoming a SES member? Learn about the experiences that you will need that make up a successful framework. Learn what you will need to stand out in a competitive field and uncover the process to become a member of the Senior Executive Service Corps. Gain an overview of the Executive Core Qualifications (ECQs), which define the competencies needed to build a federal corporate culture that strives for results, serves customers, and builds successful teams and coalitions within and outside the organization.

#### **5. The Difference between Coaching and Mentoring. It Matters!**

The terms “mentoring” and “coaching” are often used interchangeably but they are not synonymous. Both share basic goals of helping individuals learn and develop which leads to peak performance and the realization of full potential. However, the definition, approach, focus, role, and tools of each are different. This workshop highlights not only the differences, but also most importantly, the unique professional and personal growth opportunities that each affords.

#### **6. Planning Your Individual Development Plan (IDP)**

An Individual Development Plan is a tool to plan for developing and using talents, skills and abilities driven by the interests and motivations of employees. It is a building block for successful careers, owned by employees and supported by their managers. Moving Ahead in the Federal Government

#### **7. Networking Your Way to Success!**

Learn techniques for getting things done effectively by using your creative mind and available resources through networking. Learn to tap into the ideas, information, knowledge, and expertise of others within your organization. This course teaches techniques to improve our effectiveness by increasing and optimizing the value of each our encounters. You will have the chance to network with others within the workshop for practical experience and demonstrations of your newly learned methods. This workshop is very interactive.

#### **8. Mystery, Magic or Mastery: Developing Business Acumen**

Change: Done it! People: Led them! Results: Got those! Coalitions: Of course! Business Acumen: What is that? Many people, particularly in government, struggle with understanding and demonstrating business acumen. What is Business Acumen? How does it relate to other leadership skills and the ECQs required to advance to senior leadership roles? How do you develop it? How do you measure it? How can you highlight your business



acumen even when you have never worked in information technology, human resources, or financial management?

## **9. Essential Elements of Strategic Planning that Drive Results**

Most successful organizations have Mission, Vision and Values statements. Get started on your organization's strategic plan by developing effective mission, vision and values statements that connect with the organization's goals and drive you and your team to accomplish those goals. When developing a strategic plan, organizations often overlook these simple yet powerful statements. If you do not define, who you are and what you do, where you want to go and what drives you to get there... you will most likely not get there! In this interactive session you will learn to craft simple yet powerful Mission, Vision and Values statements that define your organization, build team spirit and keep you focus on your goals.

## **10. Leadership Development - Moving Ahead in the Federal Government**

Successful performance in the SES requires competence in each Executive Core Qualifications (ECQs). The ECQs are interdependent; successful executives must possess all five when providing service to the Nation. This presentation will increase participants' knowledge and awareness of various strategies and tools to take a proactive approach to enhancing the five ECQs and leadership competencies. The information gathered can help identify developmental needs and recommended developmental activities to close competency gaps.

## **11. Emotional Intelligence in Relationship to the Executive Core Qualifications**

Understanding the need for Emotional Intelligence as an executive is the most important element for success. This interactive workshop will show you how to use simple surveys, evaluate yourself on applied EI in the workplace and determine if you are in need of behavior changes needed to move forward.

## **12. Creating Your Personal Brand**

The purpose of this workshop is to help participants understand how first impressions are formed, based on what we see and create in our minds. The participants will learn how to make these impressions work for them instead of against them. Very interactive workshop.

## **13. Building Coalitions**

Executive Core Qualifications (ECQs) define the competencies needed to develop a federal corporate culture that drives results, serves customers and builds successful teams and coalitions within and outside the organization. This workshop will provide attendees with information on:

- a) Developing networks build alliances and collaborate across boundaries to build strategic relationships.



- b) Identify internal and external politics that impact the organization and balance them with organizational reality to determine appropriate management action.
- c) Build cooperation and consensus through effective persuasion and negotiation.

#### **14. Always On: Success as a Leader**

This workshop will introduce participants to the personal and professional attributes, known as Fundamental Competencies, critical to success as a leader and, specifically, a member of the Senior Executive Service. Self-awareness is the first step in the process of mastering: interpersonal skills, oral communication, integrity/honesty, written communication, continual learning and public service motivation. Participants will explore their individual readiness and will gain insights into how to master each of the competencies.

#### **15. The Millennial Riddle.**

Maladjusted? Misaligned? Maddening? Nah... they are Millennials, and they bring a deep passion and commitment to the work they do in the federal government. So, what is the secret to tapping into the hearts and minds of this talented workforce? It begins with understanding what they seek, and then connecting with them in a meaningful and authentic way. This session explores strategies to make this happen and practical ideas to harness Millennials, and drive organizational success.

#### **16. Branding for Impactful Leadership.**

What is it about certain people that screams "I'm a leader?" Sometimes we just know it when we see it. This session examines to often hidden aspects of a leader's aura and discusses the skills necessary to create and manage presence in an organization.

#### **17. Kindness, not Dashboards.**

Kindness opens the door to a workplace of trust and teamwork. Its positive impact on self and others is well established, allowing for greater contributions in an impersonal world often marked by cynicism and doubt. This session focuses on establishing an understanding of the concept of kindness and how one can harness their intellectual and emotional skills to find happiness and create relationships marked by compassion and caring.

#### **18. Okay, you want to lead...so what now?**

What does it take to lead at the next level in the federal service? Today's budget constrained, under-the-microscope, complex workplace requires new ways of thinking. However, we are genetically predispositioned to do just the opposite and this tendency ultimately proves to be our downfall. What truly sets senior leaders apart from others is their ability

#### **19. From Caterpillar to Butterfly: Transitioning from Manager to Leader**



Have you just recently been promoted to a leadership position, or do you aspire to one day be a team lead, branch chief, division director, or senior executive? Whether you currently hold the title or striving to meet that career aspiration, it is important to know the difference between management and leadership. You also need to know the traits of successful leaders, how you can develop them, and how to evaluate your own progress as a leader. Moreover, you must learn how to retain the respect of peers, hold yourself and others accountable, develop and communicate your vision, and inspire others to follow you.

## **20. What a Selection Panel Wants to See in your SES Application (SES 102)**

Learn about the “package” – the Challenge – Context – Action – Results model in building a successful application articulating your challenges and accomplishments in five core arenas. One who cannot “toot” their own horn is destined not to hear the sweet music, nor will a selection panel invite one for a performance – i.e. an interview. Get the big picture in how to approach writing your music – Executive Core Qualifications (ECQ) – some do’s and don’ts, examples, and tips in preparing for an interview. Well-written ECQ’s will mean the difference between being referred for an interview or not!

## **21. Diversity & Inclusion: Leading the Way**

During a time of transition and significant change, when government is facing budget cuts, resource shortages, and a new administration - and in need of ingenuity, efficiency, and stronger teams - tapping into organizational diversity and inclusive practices will be the answer. The question is how do we, as leaders and practitioners, make the case for diversity and lead the way forward? How do we make diversity and inclusion every employee's initiative? How do we prepare ourselves to be able to successfully reflect the true value of and return on investment for organizations when they implement practices that enhance diversity and create inclusive environments?

## **22. SES Roundtable and Speed Mentoring (GS 13-15)\***

The Senior Executive Service Roundtable Discussion & Speed Mentoring sessions provides **GS-14 and GS-15** (or equivalent) employees interested in moving into the SES ranks. It will provide an opportunity for a more direct, give-and-take interaction with experienced managers in leadership positions. Attendees will take part in an informal exchange of information with senior managers regarding SES competencies, performance expectations as a senior leader and maximizing career opportunities to enhance their skills.

This workshop will be held on Friday, September 22, 2017 (8:30 am -12:00PM) at HHS. It has limited capacity will require pre-registration via link to be provided in the near future and will be offered on a first come, first serve basis.

## **23. Leadership Roundtable and Speed Mentoring (GS 9-12)\***



The Leadership Roundtable Discussion & Speed Mentoring sessions provides GS-9 and GS-12 (or equivalent) an opportunity for a more direct, give-and-take interaction with experienced managers in leadership positions. Attendees will take part in an informal exchange of information with senior managers regarding performance expectations as a leader and maximizing career opportunities to enhance their skills.

This workshop will be held on Friday, September 22, 2017 (8:30 am -12:00PM) at HHS. It has limited capacity will require pre-registration via link to be provided in the near future and will be offered on a first come, first serve basis.