

INTRODUCTION

This handbook provides a brief description of some of the training and developmental programs available to government employees. It is another tool made available to assist managers, supervisors, and employees in planning and budgeting for training and development. These programs are offered annually and usually have a short response time. This handbook should be used to plan ahead and to meet the application timeframes. **The programs listed will not be announced annually.** This handbook will be updated periodically when new programs are developed or when significant changes occur in the programs.

To obtain detailed information on the programs listed, please contact the Education, Development and Training Division, Human Resources Department (301)342-3734.

SELECTION GUIDELINES

Organizations must make every effort to ensure a return on their training investment through procedures designed to select high-quality candidates for training opportunities. Though each program and course has its own eligibility criteria, certain generic factors should be considered in selecting individuals for executive/leadership programs :

General	In considering nominations/selections for a particular program, three important factors should be examined:	<ol style="list-style-type: none"> 1. Structure and objectives of program 2. Command organizational needs 3. Individual needs and career goals
Organizational	Organizational selection processes must be followed:	<ol style="list-style-type: none"> 1. Normally, a competitive process should be used to select participants for executive training, particularly when funds and spaces are limited; 2. Designated training committees composed of senior line managers should be used to evaluate and prioritize candidates against the established program criteria for executive training opportunities; 3. Women and minority group employees must be given positive consideration for participation; 4. Both the organization and participant plans for utilization of the skills/ experiences obtained during training should be considered.
Individual	Candidates for executive training opportunities should display the following characteristics:	<ol style="list-style-type: none"> 1. A proven record of management ability, including significant on-the-job accomplishments 2. Demonstrated leadership capability 3. Ability to interface with senior managers internal and external to the organization 4. Flexibility in work habits, i.e., ability to adapt to new and diverse working environments 5. A high degree of skill in articulating their views.

PLANNING CALENDAR	O	N	D	J	F	M	A	M	J	J	A	S
Month in which Nominations are due to HRO												
Program/Source Description												
Aspiring Leader Program						X					X	
Brookings Govt Affairs Inst Course	Various											
Capitol Hill Fellowship Program												X
Civilian Fellowship Program in Financial Management							X					
Civilian Leadership Development	Guidance Pending											
Civilian Research Fellowship at Draper Laboratory	TBD											
Congressional Fellowship Program				X								X
Defense Leadership & Management Prog								X				
DOD Exec Ldrshp Development Program					X							
Excellence in Government Fellows Program						X						
Executive Potential Program			X									
Executive in Residence Program												
Federal Executive Institute	Various											
Fuel Management Professional Enhancement Program						X						
Industrial College of the Armed Forces				X								
LEGIS Fellows Program					X							X
Management Development Centers	Various											
National War College Programs						X						
New Leader Program		X										
Senior Executive Mgmt Devel Program SEMDP					X							
USDA Congressional Fellowship					X							X
Women's Executive Ldrshp Prog WELP									X			

	ASPIRING LEADER PROGRAM
Sponsor	U. S. Department of Agriculture
Purpose	To provide formal and informal training and development opportunities that provide motivated self-starters an opportunity to strengthen basic competencies including oral communication, written communication, problem solving, leadership, interpersonal skills, self-direction, flexibility, decisiveness, and technical competence.
Developmental Activities	Three 1-week residential training sessions. Orientation session. Teams at work. Transition workshop. Team presentation. 30-Day developmental assignment. Shadowing assignment. Management readings.
Eligibility	Civilian employees, GS-5 to GS-7 level and wage grade equivalent.
Length of Training	Six-Months (two sessions annually)
Nominations Due to HRO	March and August
Cost	\$1,995

	BROOKINGS GOVERNMENT AFFAIRS INSTITUTE COURSE
Sponsor	<p>Brookings Institution</p> <p>The Brookings Institution is a private nonprofit organization devoted to research, education, and publication on important issues of domestic and foreign policy. The Brookings Center for Public Policy Education is the educational arm of the Institution and serves as a national resource for executive education.</p>
Purpose	To provide an intensive learning experience and a neutral forum for dialogue on national and international public policy challenges
Developmental Activities	<p>Short courses, discussions with top officials. The varied programs offered by Brookings will:</p> <p>Enhance the Federal executive's understanding of relationships between one's policy and programmatic responsibilities and broader national policies and objectives.</p> <p>Review and analyze major public policy developments in the past and present and discuss emerging issues and their policy implications.</p> <p>Explore, with decision makers from government and business, current public policy issues (both domestic and international) and consider policy choices available to decision makers.</p> <p>Increase understanding of the Federal executive's relationships with the Congress, American industry, state and local governments, the press, interest groups, and other forces in the public policy environment.</p>
Eligibility	Civilian employees, GS-9 to Senior Executive Service
Length of Training	2 days to 2 week seminars
Nominations Due to HRO	Various
Cost	\$400 - \$5,000 per seminar

	CAPITOL HILL FELLOWSHIP PROGRAM
Sponsor	Government Affairs Institute
Purpose	This unique program provides Executive Branch employees with an unparalleled opportunity to serve full-time in assignments with the Congress, gaining a better understanding of how the Legislative Branch of government really works and how congressional decisions affect their agencies programs.
Developmental Activities	A three-week orientation covers congressional organization and the legislative process in depth, as well as effective resume writing, methods of securing assignments with the Congress, and relevant ethics questions, among other topics. Fellows will secure an assignment in Washington, DC as a full-time staffer with a Senator or House Member, a congressional committee, or a congressional support agency. Fellows are also eligible to attend, without charge, the Institute's Advanced Programs on such topics as the congressional budget and appropriations process, legislative process, and preparing and delivering congressional testimony.
Eligibility	GS/GM-13 level or uniformed service equivalent. Minimum of two-years service in the Executive Branch, capability of working on complex issues with short deadlines, ability to work independently with little supervision, and flexibility with respect to work environment.
Length of Training	Seven-month session and a twelve month session
Nominations Due to HRO	August
Cost	\$3,550 (7-month session) \$4,800 (12-month session)

	CIVILIAN FELLOWSHIP PROGRAM IN FINANCIAL MANAGEMENT
Sponsor	Secretary of the Navy
Purpose	To provide an opportunity for high-potential employees to participate in an intensive program of advanced study in the area of financial management for one academic year at the graduate level. The program should enhance one's capabilities and be of benefit to the Department of the Navy
Developmental Activities	Study and/or research.
Eligibility	<p>Professional financial management employees (500 series) GS-9 through GS/GM 15 with career tenure. Professional employees who perform duties in direct support of financial operations such as GS/GM 343 (Management Analyst/Program Analyst) may also apply. Have a minimum of 3 years of civilian service in financial management within the DON. Be accepted by a graduate program as a student in good standing at an accredited college or university for a full-time program of study.</p> <p>Fellowship awardees are required to sign a written agreement of obligated service in advance of training. The agreement specifies that the employee will continue in service for a period equivalent to three times the length of training.</p>
Length of Training	One academic year (two consecutive semesters or three consecutive quarters).
Nominations Due to HRO	April
Cost	Tuition, fees and books are centrally funded.

	CIVILIAN LEADERSHIP DEVELOPMENT
Sponsor	Department of the Navy
Purpose	<p>To establish the framework for Civilian Leadership Development (CLD) for the Department of the Navy. The CLD is not a program, but establishes guidelines that serve as the framework for the design of activity and command programs which provide leadership training to civilian employees.</p> <p>The framework goal is to improve the leadership skills and competencies of all civilian managers. The framework will serve as a benchmark for evaluating existing programs and making appropriate modifications, if necessary. Leadership development areas will be identified in conjunction with the performance appraisal process.</p>
Developmental Activities	The cornerstone for CLD is mentoring, training, and developmental assignments. Each CLD participant is required to have a mentor and an Individual Leadership Development Plan.
Eligibility	All Employees
Length of Training	On-going
Nominations Due to HRO	N/A. Further guidance on implementation of CLD forthcoming from TEAM
Cost	Variable

CIVILIAN RESEARCH FELLOWSHIP AT DRAPER LABORATORY

Sponsor	TEAM 4.0, TEAM 5.0 and Draper Laboratory, Cambridge, Massachusetts.
Purpose	To provide an opportunity for high-potential employees to participate in an intensive program of advanced study and research in the area of science and engineering. The program should enhance one's capabilities and be of benefit to TEAM 4.0 and 5.0 and the Department of the Navy.
Developmental Activities	Study and research.
Eligibility	At the time that the requested developmental period begins, candidates must have as a minimum 3-years of continuous civilian service at TEAM 4.0 and 5.0 (or a combination of both). After selection, the candidate must be selected as a student, in good standing, in a graduate program at one of the universities listed below for a full-time program of study. Candidates must all meet the requirements of a research project at Draper Laboratory.
University Selection	Choice of university is restricted to: MIT, Tufts University, Boston University, Northeastern University, or University of Massachusetts at Lowell.
Length of Training	Up to twenty-four months of combined academic graduate level work and research at Draper Laboratory, Cambridge, Massachusetts.
Nomination Due to HRO	TBD
Cost	Tuition paid by Draper Laboratory. Travel, per diem, miscellaneous college fees and salary paid by TEAM 4.0 and 5.0.

	CONGRESSIONAL FELLOWSHIP PROGRAM
Sponsor	American Political Science Association
Purpose	To provide opportunities for federal executives to work as congressional aides and to gain a working knowledge of the legislative branch. It seeks to improve the quality of scholarship and teaching on Congress and American national politics; to enhance public understanding of Congress and policymaking; and to provide professionals from several fields with practical experience in Congress and insight into the legislative process.
Developmental Activities	<p>The orientation is designed to broaden and deepen the Fellows' understanding of Congress and the political process by providing an opportunity to hear and question experts from a variety of fields. Speakers include current and former Members of Congress and congressional staff, journalists, lobbyists, political scientists, former Congressional Fellows, and subject specialists.</p> <p>Fellows seek positions in the offices of Members of Congress or congressional committees during the orientation period. This interviewing and negotiating process is an important part of the Fellowship experience as Fellows have the opportunity to meet with many Members of Congress and their staffs to gain a feeling for the diversity of Capitol Hill.</p> <p>Once in place, Fellows serve as professional staff assistants and are typically given responsibility for drafting legislation, arranging congressional hearings, writing speeches and floor statements, and briefing Members for committee deliberations and floor debate.</p>
Eligibility	GS/GM-13 or equivalent with at least 2-years of Federal service in the executive branch
Length of Training	9 months
Nominations Due to HRO	January
Cost	\$4,000 per person

	DEFENSE LEADERSHIP AND MANAGEMENT PROGRAM
Sponsor	Department of Defense
Purpose	Designed to provide a mechanism for “joint” senior civilian leader training, education and development within and across all DoD components. It provides the basic framework for the development of future senior civilian leaders providing a wide range and breadth of DoD capabilities and experiences. It fosters a hands-on approach to the senior executive environment which nurtures and helps develop a shrewd insightful understanding and sense of mission rarely seen or understood among civilian employees and military personnel.
Developmental Activities	A rotational assignment of at least 12 months. Attendance at the Industrial College of the Armed Forces or National Defense University for at least a three month residency program providing professional military education with an emphasis on national security and decision making. Completion of the DoD developed MBA program conducted at the Southbridge, MA facility. Including a minimum of ten graduate level courses.
Eligibility	GM/GS-13 through 15
Length of Training	Six Years
Nominations Due to HRO	May
Cost	Funded by DoD

	DOD EXECUTIVE LEADERSHIP DEVELOPMENT PROGRAM
Sponsor	Department of Defense
Purpose	To provide the advantage of a joint arena approach to civilian training that promotes greater understanding of the overall DoD mission; to provide a new approach to the training of DoD employees which parallels the methodology of selected military training and to provide cross-agency exposure for mid-level personnel.
Developmental Activities	<p>Participants remain in their current positions during the program, with the exception of 50-55 days throughout the year when they participate in intensive training, briefings, and field trips. Participants must commit themselves to spending extensive amounts of their own time on reading assignments, written analysis of problems and preparation of oral criteria.</p> <p>Reading assignments (non-resident 6-10 weeks), diagnostic tests, (resident 5 days) 4-6 sessions throughout the year, seminars, developmental sessions and meetings.</p> <p>Various sessions may involve physical activities such as climbing ladders, firing small arms on ranges and from foxholes, jumping from airborne training towers, flying in tactically configured military aircraft, participating in various simulations and other physical activities such as team sports.</p>
Eligibility	GS-12/GM-13 with a minimum of 3 years of service as a Career employee with the Department of Defense, be identified as a high-potential employee with a history of superior or exceptional performance and have a baccalaureate degree (or equivalent by examination or experience). Secret clearance (or interim secret).
Length of Training	9 Months
Nominations Due to HRO	February
Cost	\$4,500. Plus travel and per diem

	EXCELLENCE IN GOVERNMENT FELLOWS PROGRAM
Sponsor	Council for Excellence in Government
Purpose	To enhance the leadership and managerial skills of top performing mid-level managers. While continuing to perform the duties of their current positions, Fellows will interact with each other and top leaders from industry and Government.
Developmental Activities	<p>Monthly seminars, retreats and site visits to interact with top leaders from industry and government. Participation in an intensive, multi-day workshop designed to deepen self knowledge and prepare to meet the challenges faced as managers and leaders.</p> <p>Developmental opportunity to build the capacity of mid-level federal managers to lead organizations that get results. Participants develop strategies for meeting the complex challenges facing their organizations. The Program challenges participants to build fast-moving, customer focused, results-oriented organizations. It encourages them to challenge old ways of doing business and look for new and innovative ways to get results. Through a series of interactive learning activity, Fellows explore ways to create a shared sense of organizational mission; communicate a clear, powerful vision, and take action that leads to measurable results.</p>
Eligibility	<p>GS/GM 14 or equivalent, have current or recent supervisory experience, demonstrate high achievement and potential for membership in the Senior Executive Service and are committed to a career in the Federal Government.</p> <p>Exceptional managers at the GS/GM-13 level may also apply.</p>
Length of Training	1 year
Nominations Due to HRO	March
Cost	\$6,500

	EXECUTIVE POTENTIAL PROGRAM
Sponsor	Graduate School U.S. Department of Agriculture
Purpose	Provides a foundation of management training and appropriate developmental experiences to high potential individuals in preparation for higher level management or executive positions. Designed primarily for occupational specialists at the journeyman level who are transitioning into management as a second profession, the program holds special significance for employees who need to complement their technical expertise with professional management skills.
Developmental Activities	<p>Participants will complete five one-week seminars, work with cluster group projects and develop an individual development plan.</p> <p>They will also complete a managerial assessment instrument to gain feedback on the essential behaviors of a successful manager. Participants complete the Myers-Briggs Type Indicator that is integrated with the results of the managerial assessment.</p> <p>They are required to complete two 60-day segments of developmental work assignments away from their position of record. Each participant is required to interview a minimum of three senior executives and to complete a 3-day shadowing assignment of a high-level agency official.</p>
Eligibility	GS-13/14. Participants may be entry-level managers with limited formal managerial training or be expected to assume responsibility for programmatic or policy leadership in their departments or agencies in the near future.
Length of Training	12 months
Nominations Due to HRO	December
Cost	\$4,900. Plus travel, per diem and lodging

	EXECUTIVE IN RESIDENCE PROGRAM
Sponsor	Federal Executive Institute
Purpose	To provide an enrichment opportunity to serve as a co-facilitator with permanent and adjunct faculty members teaching government officials participating in the institute's executive development programs.
Developmental Activities	Executives in residence may expect to spend their first three-months in training/orientation at the Federal Executive Institute before they assume full responsibilities as faculty members. They will serve as co-facilitators on Leadership Development Teams until they feel completely comfortable in carrying out that responsibility on their own. They will also serve as co-coordinators for at least one program before assuming the duty of program coordinator. And, if necessary, they will undertake formal training courses to develop their training skills.
Eligibility	Senior Executive Service and GS/GM-15 or equivalent
Length of Training	Two Years
Nominations Due to HRO	May
Cost	No tuition. Selectee's command is responsible for salary and benefits during the period of assignment in addition to any relocation or travel costs. (NOTE: The FEI will provide office space, administrative and clerical support and access to facilities commensurate with their status as full faculty members.)

	FEDERAL EXECUTIVE INSTITUTE
Sponsor	Established by Presidential Order
Purpose	To bring Senior Executive Service members and GS-15's together for programs that help executives develop broad corporate viewpoints, understand their constitutional roles, and enhance essential skills.
Developmental Activities	<p>Leadership for a Democratic Society: Participants work together to explore the special nature of our public service culture in the United States. In many programs, selected international, state, and local government representatives add outside perspectives. The objective of the program is to help agencies in the development of their career executive corps, linking individual development to improved agency performance.</p> <p>Applied Learning Program: Two weeks residential training focusing on the personal leadership theme. Then a three-month "back home" intersession during which participants apply skills learned at the FEI in a Executive Learning Project. The last two-week residential segment draws lessons from the project experience and focuses on the organizational leadership theme and the results of an assessment completed by members of their organization.</p>
Eligibility	GS/GM-15 and above
Length of Training	2 weeks to 4 weeks
Nominations Due to HRO	Various
Cost	\$8,900 to \$9,600

	FUEL MANAGEMENT PROFESSIONAL ENHANCEMENT PROGRAM
Sponsor	Office of Under Secretary of Defense
Purpose	To improve DOD fuel management through cross-training of professional personnel with top-level management potential and to enhance career development patterns for mid-level DOD management personnel engaged in energy management
Developmental Activities	<p>Six months in Logistics (fuel), work with staffs of one or more of the following: Office of the Under Secretary of Defense (Policy); the Office of the Director of Defense (Research and Engineering). Objectives are:</p> <ol style="list-style-type: none"> 1. Familiarize participants with the process by which OSD develops and implements policy. 2. Familiarize participants with the management objectives, policies, programs, and issues addressed by fuel logistics within the Office of the Deputy Under Secretary of Defense (Logistics). 3. Improve DoD fuel management by cross-training career professionals. 4. Encourage the career development of mid-level managers involved in petroleum engineering, logistics, management, procurement and contracting, and economics. 5. Provide challenges and opportunities to further develop participants' management potential.
Eligibility	GS/GM-12 to 15, Secret Clearance. Nominees should have demonstrated the ability to comprehend broad based management issues and policy formulation.
Length of Training	12 months. Participants are obligated for 1 year following completion of the program.
Nominations Due to HRO	March
Cost	No tuition. Sponsoring commands are responsible for all funding including any temporary duty performed in conjunction with the training assignment.

	INDUSTRIAL COLLEGE OF THE ARMED FORCES (ICAF)
Sponsor	National Defense University (NDU)
Purpose	This program is required by the Defense Acquisition Workforce Improvement Act (Title XII of Public Law 101-310). It focuses on the resource component of national power, with special emphasis on material acquisition, joint logistics, and their integration into national security strategy for peace and war.
Developmental Activities	During the first half of the program, students study grand strategy and development of a national security strategy. The second half of the year's program builds upon this foundation by studying the resource component of national security strategy-the issues, players, policies, and processes in the public and private sectors and the linkages between the two.
Eligibility	<p>Career executives GS/GS-15 level and above. Employees in GS/GM-14 positions who have demonstrated an exceptionally high potential for advancement may be considered for selection.</p> <p>The employee must have a Top Secret Clearance approved by 01 August before the start of the academic year. The clearance must be based on a current Single Scoped Background Investigation (SSBI) or initiate an SSBI for access to Secret Compartmented Information.</p>
Length of Training	One Year
Nominations Due to HRO	January
Cost	Travel and per diem only

	LEGIS FELLOWS
Sponsor	<p>Brookings Institution</p> <p>The Brookings Institution is a private nonprofit organization devoted to research, education, and publication on important issues of domestic and foreign policy. The Brookings Center for Public Policy Education is the educational arm of the Institution and serves as a national resource for executive education.</p>
Purpose	To provide assignments for personnel whose current or prospective positions may require working knowledge of the operations of the Congress.
Developmental Activities	Fellows receive instruction and hands-on experience in a congressional office through training/developmental activities consisting of three weeks of intensive briefings on the operations and organization of the Congress; a full-time assignment on the staff of a Member, committee or support agency/organization of the Congress; and weekly seminars during the work assignment on Capitol Hill.
Eligibility	GS/GM-13 level and above. Nominees should have a minimum of 2 years of federal service in the Executive Branch; demonstrated flexibility in work habits; ability to work in unstructured environment; ability to initiate work independently with minimum supervision, direction, or assistance; and an interest in legislative procedures, practices, and techniques.
Length of Training	A twelve-month session, January-December; winter session, January-August; and a spring session, May-December
Nominations Due to HRO	September and February
Cost	\$3,600-\$5,000

	MANAGEMENT DEVELOPMENT CENTERS
Sponsor	In cooperation with Federal Executive Institute in Charlottesville, Va
Purpose	To provide intensive policy and executive management education for a select group of Government managers and executives. Centers are located in Aurora, Colorado, and Shepherdstown, WV.
Developmental Activities	<p>23 Programs in Policy, Management and Assessment are available. Training and development in executive leadership skills to insure government effectiveness.</p> <p>Centers support the Government's corporate culture, vision and values. They provide training and development in those executive leadership skills that assure the most effective Government possible. Continual curriculum assessment means that all administration initiatives are presented and explained in a cogent, timely and rigorous learning environment.</p>
Eligibility	<p>GS/GM-13 and above with high level managerial responsibilities. Specific eligibility criteria are established for each seminar.</p> <p>All participants should have sufficient experience and managerial authority to participate fully and actively and to add to the quality of class discussion and small group problem-solving activities. Centers may accept managers at one grade lower than the published criteria for a seminar if their level of authority and responsibility would likely result in a meaningful learning experience. In no case, however, will a nomination below GS-12 be accepted.</p>
Length of Training	One and two week programs
Nominations Due to HRO	Various
Cost	\$1,825 - \$2,775

	NATIONAL WAR COLLEGE
Sponsor	National Defense University
Purpose	To provide executive education and research, within the areas of leadership, resource management, mobilization and joint and combined operations, to selected senior military and civilian officials destined for positions of high trust and leadership.
Developmental Activities	Selected courses in the political-military affairs curriculum of the National War College.
Eligibility	GS/GM-15 and above
Length of Training	10 months
Nominations Due to HRO	March
Cost	Travel and per diem

	NEW LEADER PROGRAM
Sponsor	Office of Personnel Management
Purpose	A career enhancement program to provide training and developmental experiences to prepare employees for future opportunities as supervisors and managers.
Developmental Activities	<p>Three separate 1-week residential seminars designed around the following nine basic leadership competencies: leadership, problem solving, self-direction, flexibility, interpersonal skills, decisiveness, written communication, oral communication, and technical competence. Participants also complete the Leadership Effectiveness Inventory. The results will help them design an individual development plan linked to organizational and individual needs.</p> <p>Week I: Orientation and Skill Building. Focuses on individual development needs, self-direction, team building, leadership skills, team formation, and interpersonal skills.</p> <p>Week II: Teams At Work. This session begins 6-weeks after their orientation and concentrates on team performance, conflict, decision making/problem solving, interpersonal communications, diversity in the workplace, flexibility, and presentation skills.</p> <p>Week III: Team Presentations, Close-Out and Graduation. This is the final week of the 6-month program. The emphasis is on oral communications, self-direction, and leadership.</p>
Eligibility	GS-7 through GS-11 federal employees who are potential leaders, first-line supervisors, team leaders, project leaders and members of self-directed work teams
Length of Training	Six months
Nominations Due to HRO	November
Cost	\$1,995. Does not include costs associated with travel and per diem

	SENIOR EXECUTIVE MANAGEMENT DEVELOPMENT PROGRAM (SEMDP)
Sponsor	Naval Air Systems Command (NAEI)
Purpose	To develop candidates with high potential for management positions
Developmental Activities	<p>Individual development plans and mentor. Core developmental activities include:</p> <p>Executive Leadership and Career Development Workshop; Washington Arena Seminar; Capitol Hill Workshop or Congressional Affairs Seminar; Contemporary Management Issues and Practices; Politics of National Security; Total Quality Leadership (TQL) (local); 80 hours supervisory training; Rotational assignment - 3 months minimum; Participation in at least one TQL process action team, quality management board or other TQL corporate project; Written report (1-2) pages on how participant implemented TQL principles in the organization; At least one visit to headquarters, depot, NAVAIR research, design, test and evaluation activity and private industry; Attendance at a minimum of two headquarters or field activity lectures.</p>
Eligibility	GS-13 and above
Length of Training	3-5 years
Nominations Due to HRO	February
Cost	Variable - plus travel and per diem

	USDA CONGRESSIONAL FELLOWSHIP PROGRAM
Sponsor	U. S. Department of Agriculture, Career Development Programs
Purpose	To provide senior level Federal personnel the opportunity to gain an in-depth understanding of legislative branch processes and culture. Placements are made based on matches of skills and talents selectees possess against requests received from congressional offices.
Developmental Activities	Seminars focusing on congressional operations and pressing legislative issues on the Hill and visits to districts or states of host members of the Congress.
Eligibility	GM/GS-13 through 15
Length of Training	Six and twelve-month sessions
Nominations Due to HRO	September and February
Cost	\$2,900 (6-month session) \$4,300 (12-month session)

	WOMEN'S EXECUTIVE LEADERSHIP PROGRAM (WELP)
Sponsor	Graduate School U.S. Department of Agriculture
Purpose	To provide supervisory/managerial training and development opportunities for high-potential federal employees preparing them for future positions as supervisors and managers. It focuses on career enhancement rather than advancement.
Developmental Activities	<p>Program provides formal training and developmental experiences that require participants to be away from their positions for a minimum of 5-months:</p> <p>One week residential orientation session; Management assessment instrument to assess level of managerial skills; Individual Development Plan to be designed by each participant; Core I training session is a 5-day residential program emphasizing roles and responsibilities of supervisors and managers. Core II is a 2-week residential course of management training based on the needs of the whole class; A minimum of one 30-day and one 60-day developmental assignment outside of the participant's current position of record to provide exposure to different managerial experiences and perspectives; Leadership Development Team activity; Shadowing Assignment; Executive Interviews; Management Readings; and Program Impact paper.</p>
Eligibility	GS-11-12 full time, permanent Federal employees, women and men. Designed for employees with less than 1 year supervisory experience.
Length of Training	12 months
Nominations Due to HRO	June
Cost	\$3,650. Does not include travel and per diem

