



*****Coast Guard Members must receive supervisor approval before applying. Funding is on the unit/office.*****



The American people rely on the federal government to address their needs and plan for the country's long-term security and well-being. To fulfill these responsibilities, agencies increasingly are turning to young federal employees throughout the country who excel in their current roles and would like to become our government's next generation of leaders.

The **Preparing to Lead program** is a professional development opportunity that prepares federal employees for leadership roles. Participants who are early in their government careers practice strategies to help them become more effective employees and develop critical leadership skills they will be able to use throughout their careers.

Our government needs innovative solutions and guidance from strong and capable leaders. Throughout this five-month, online program, participants will learn management best practices and chart a course for their personal leadership journey, whether they work in homeland security or human resources.

PROGRAM STRUCTURE

After the Partnership holds an in-person kickoff session, the program will continue online with semi-monthly two-hour sessions. In these virtual sessions, experienced instructors engage participants in conversations and activities and around key course concepts. Participants will also work in teams to make a digital, group presentation on a leadership concept of their choice. This assignment will give participants an opportunity to hone their virtual presentation capabilities, an important skill to develop as federal employees must learn to work with an increasingly remote workforce.

HOW TO APPLY

Applications must include your personal information, professional experience and objectives, and an up-to-date resume. You do not need to complete the application in one session. You can save it and return to it later.

The Partnership for Public Service is a nonprofit, nonpartisan organization that strives for a more effective government for the American people. With our focus on innovation in public service, our leadership trainings and seminars are uniquely designed for federal employees.

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QUICK DETAILS

See reverse for session details

DATES

January–June 2019*

COST

\$3,500

AUDIENCE

GS-7 to GS-11 federal employees

CONTACT

For more information contact Chris Wingo at cwingo@ourpublicservice.org or (202) 464-2690.

DEADLINE

Apply by January 8

**The January kickoff session will be held in Washington, D.C. All other sessions will be held virtually.*

SESSION DETAILS

Session 1: Developing Emotional Intelligence

January 15–16 (in person)

- Reflect on your path to public service
- Recognize the value of understanding your personal emotional intelligence
- Understand how emotional intelligence impacts your relationships
- Identify and pursue tangible activities to strengthen your emotional intelligence

Session 2: Building Adaptability

February 6 (virtual)

- Identify ways to stay flexible in a changing environment
- Build skills to stay resilient through adversity

Session 3: Communicating with Clarity

February 27 (virtual)

- Learn how to advocate for yourself during conversations with superiors
- Understand essential communication techniques
- Learn effective conflict-management skills

Session 4: Collaborating Effectively

March 20 (virtual)

- Learn how to build relationships with colleagues at all levels
- Identify what you can do at your level to promote better collaboration within and across teams
- Gain strategies for better managing your project teams

Session 5: Improving Customer Experience

August 10 (virtual)

- Determine your customers and your responsibilities to them
- Learn best practices for engaging with public- and private-sector customers
- Reflect on the impact improved customer service has on your agency's mission

Session 6: Navigating Structures

May 1 (virtual)

- Understand your role within a larger organization
- Identify ways to maneuver within the system effectively

Session 7: Pursuing Innovative Solutions

May 22 (virtual)

- Learn how to develop creative solutions and ideas
- Learn how agencies across the federal government are creatively addressing difficult challenges
- Use course concepts to create innovative solutions to challenging issues

Session 8: Synthesis and Reflection

June 12 (virtual)

- Reflect on lessons learned in the program
- Discuss how to use core concepts to chart your leadership path

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PARTNERSHIP FOR PUBLIC SERVICE

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**APPLICATIONS ARE DUE
JANUARY 8**
OURPUBLICSERVICE.ORG