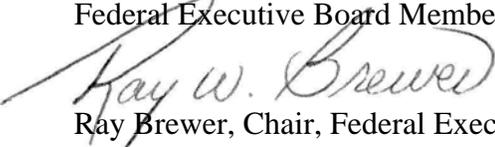




Date: February 6, 2013

To: Federal Executive Board Members

From:   
Ray Brewer, Chair, Federal Executive Board

Subject: Solicitation for the FEB Leadership Associates Program “*Class of 2014*”

The Greater Los Angeles Federal Executive Board is pleased to request candidates for the 17<sup>th</sup> year of the FEB Leadership Associates Program. This developmental opportunity is designed to build a cadre of professionals with broad skills for the future. A detailed description of the program’s components and some quotes from recent Leadership Associates are attached.

Target participants are high-potential employees GS-9 through GS-12 or equivalent. Agencies wishing to submit employees at lower or higher grades may contact the FEB to discuss the relevance of this program for those individuals. Associates continue in their current positions while participating in the program for 11 months. Approximately 10 percent of their time will be devoted to the program. The ideal candidate is an employee who works independently, is interested in professional and personal growth, is a team player, and is capable of creating rewarding experiences. Each agency is limited to no more than three employees. I encourage you to enroll your most talented employees by **April 26, 2013** by using the attached application form.

The cost for the program is \$850.00 per person, which covers the program elements outlined in the attached FEB Leadership Associates Overview. The FEB Leadership Associates Program represents an economical means of developing skilled future leaders. The first 35 participants who provide a completed application package will be accepted for the 2013-2014 program year. The program will start on June 19, 2013 and will finish in May of 2014. Any associated costs, such as local travel, parking, attendance at FEB Programs and/or training not developed specifically for the Leadership Associates will be borne by the nominating organization.

I encourage you to support the FEB Leadership Associates Program. Federal executives who have enrolled employees in this program have found it to be a useful retention tool. The Associates have reported that the curriculum has helped them become a more effective employee. If you have questions regarding the program, please contact Kathrene Hansen, FEB Executive Director at (562) 951-6970 or [Kathrene.Hansen@dhs.gov](mailto:Kathrene.Hansen@dhs.gov).

Attachments:

- What previous Leadership Associates are saying about the program
- Class of 2014 Program Elements (*2 pages*)
- FEB Leadership Associates Application
- FEB Payment Procedures Form

## **What previous Leadership Associates are saying about the program?**

*“My experience with the FEB Leadership Program is so positive; I can’t wait to share what I have learned with my Supervisor. It is exciting to be able to be with other highly motivated individuals who share the same common goal “learning great Leadership skills” and who desire to apply it to our current positions to move quickly up the management ladder. This program has brought a lot of knowledge and experienced teachers to me that reflect what type of leader I want to be and give you the skills to use them in real life situations. The FEB is a fantastic organization that I will cherish through my entire career as a Federal employee.”*

**TSA Employee**

*“The FEB Leadership Associates Program is a fantastic opportunity for a burgeoning supervisor and leader of tomorrow. The contacts you establish, along with what you learn about yourself, your skill set, and the federal government as a whole, are unique to the program and equally invaluable. It’s a great way to build a solid foundation for becoming the leader that you want to be and can potentially become.”*

**DHS/CIS Employee**

*“Do you have a desire to lead in government but, you’re afraid to take on the challenge? Are you wondering do I have what it takes to be a leader in government? How do I motivate or encourage employees to do their jobs. Now you can stare FEAR, Anxiety, and Uncertainty right in the face and conquer it all with success by applying to be a part of Federal Executive Board (FEB) Associates Program.*

*I did and it has empowered me and changed my mindset in regards to being a leader in government. I’ve learned that leadership is not for cowards, especially when you know it’s within you to make a difference. When you have a heart for people and desire to make a difference regardless of the challenges, then you were born to lead. When it comes down to it, how we **lead** is a reflection of the characteristics and values that **define** who we are.*

*The FEB is here to help you through phenomenal leadership and mentoring training classes. Everyone’s busy but, don’t you think it’s worth investing in yourself to become better at what you desire to be “A Good Leader”. Apply today!”*

**VA Employee**

*“The Program provides a great mix of learning, practicing and performing. Its schedule of class sessions and exercises during the year allow me to immediately apply what I learn to my job. I’m experiencing both short-term and long-term leadership growth that I incorporate into my position for better performance, both now and in the future.”*

**NOAA Employee**

## **Class of 2014 Program Elements**

**Enhancing Leadership Effectiveness workshop:** This two-day workshop is a powerful leadership program that will provide winning strategies to help a leader achieve greater success. The program is effective because it addresses leadership competencies that impact one's ability to achieve consistently high levels of production through greater team effectiveness. The program has been modified to meet the objectives for the Leadership Associates Program

**Individual Development Plan:** All participants are required to prepare an Individual Development Plan identifying all program elements, the interviews, shadowing, and details. All associates are encouraged to schedule additional training based on the needs identified through the program.

**Executive Interviews:** The participant will interview two to four senior Federal executives to identify the skills necessary for successful managers. These interviews will also give the associates an opportunity to meet and talk with managers that they might not ordinarily encounter.

**Executive Shadowing:** The participant will shadow a senior level manager for a mutually acceptable time. The shadowing will offer the associate an opportunity to observe the manager's style, identify necessary skills, and discuss with the manager the various duties and responsibilities of the position.

**Training:** The following training sessions will be provided and are included in the enrollment fee. Attendance at 70% of them is required. (*Curriculum may be adjusted based on class needs and current course evaluations*)

- Orientation Session/Program Expectations/IDP Development Training (½ day)  
(*Supervisors invited to attend*)
- Enhancing Leadership Effectiveness (2 days)
- How to Select a Mentor (½ day)
- Overview of the Federal Government in the Greater L.A. Area (1 day)
- The Power of Your Network—Partnering, Influencing and Networking Skills (½ day)
- Understanding Personal Strengths in Relating to Others (1 day)
- Effective Writing Skills/Stress Management/Time Management/Presentation Skills/Interview Skills (1 or 2 days) (*Associates to select topic*)
- 6 Additional ½ day training sessions on leadership topics (*to be determined*)

## ***Class of 2014 Program Elements***

### **Page Two**

Attendance at the orientation session to be held in June is required. This session will include a presentation on the FEB's role in the Los Angeles community, discussion of Associate's program expectations and curriculum modification if needed, a review of the program requirements, and assistance with IDP development. Supervisors are invited and encouraged to attend this session.

**FEB Participation:** The associate will be invited to attend the Board of Directors Quarterly Meetings and will be invited to all FEB programs and activities held throughout the year. This participation will enhance the effectiveness of the board and provide the associates with an understanding of the interaction between various federal, state, and local agencies.

**Completion of FEB Project or 3 FEB Tasks:** Each associate will select, plan, and present or implement a project based on the goals defined by the FEB Leadership or the Associate may chose to perform three tasks as requested by the FEB. These activities will serve as a broadening experience and will require that the Associate work outside his or her home agency. Through this assignment, the Associates will gain experience in inter-agency collaboration, teamwork, planning, presentation, logistics, and resource management through managing the project or participation in the FEB tasks. The project and/or tasks will be selected from those presented at the orientation session.

**Mentoring:** Participants will be guided through the process of identifying a mentor and training will be conducted by career development professionals to assist the Leadership Associates in identifying, defining and developing mentor relationships.

**Detail(s):** *Optional.* The Associate may elect two 15-day details or one 30-day detail in an office other than their office of record. These details offer the Associate exposure to other agencies' policies and procedures and/or an opportunity to explore another career series. These details are at the discretion of the Associate's supervisor.

## FEB Leadership Associates Application

Applicant's Name: \_\_\_\_\_

Title & Grade: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**In making this selection, the nominating official and the Leadership Associate acknowledge that the applicant will spend approximately 10 percent of his/her work time with the Greater Los Angeles FEB Leadership Associates Program. The nominating agency will pay the \$850.00 fee at the time of application and may be expected to support supplemental professional development activities throughout the program's duration.**

*(If a purchase credit card is used for payment, please complete the attached form)*

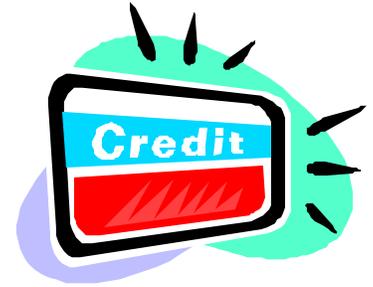
\_\_\_\_\_  
**Signature of Applicant** **Date**

\_\_\_\_\_  
**Signature of Supervisor** **Date**

\_\_\_\_\_  
**Signature of Agency Head** **Date**

Copy of completed application, applicant's resume' and payment is due to the FEB no later than **April 26, 2013.**

**The Greater Los Angeles Federal Executive Board**  
**501 W. Ocean Boulevard, Suite 3200**  
**Long Beach, CA 90802**  
**(562) 951-6970 Fax: (562) 951-6902**  
[Kathrene.Hansen@dhs.gov](mailto:Kathrene.Hansen@dhs.gov)



# FEB Payment Procedures

## Credit Card Payments Master Card or Visa

LA FEB TAX EIN NUMBER: 33-0819324 TAX EXEMPT - Federal Government  
DUNS # 077447196 CAGE # 44B07  
Fax this completed form to the FEB Office: FAX (562) 951-6902

Date: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Organization Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
Full name as it appears on the Card: \_\_\_\_\_  
Billing Address (\*If different from above): \_\_\_\_\_

Approving Signature: \_\_\_\_\_  
Total Amount: \$ \_\_\_\_\_ Credit Card:  Master Card  VISA Card

Credit Card No. \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Purpose of Payment *(Attach documentation if available and list each participants name):*

\_\_\_\_\_

\_\_\_\_\_

Name(s) of Associate(s) that this payment covers:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_