

# DHS HQ Leader Development Courses 2012

## *Leadership Training Provided by MGMT/OCHCO*

### DHS HQ Emerging Leaders

**Eligibility requirements:** This course is intended for DHS Headquarters employees. Non-headquarters component employees may take this course on a space available basis. This course is intended for federal employees in the GS-1 through GS-12 (or equivalent) pay grades. In addition, this course provides an excellent foundation for new supervisors or new team leads in preparation for more advanced training.

**NOTE: Emerging Leaders has been postponed for FY 2012 to provide additional supervisory leadership training classes.**

**Course Length:** This is a two-day class. Class begins promptly at 8:30 AM and will end by 5:00 PM. Lunch is will be from 12:00 to 1:00.

**Capacity:** Minimum number of participants is 12. Maximum number of participants is 24. Walk-ins will not be accepted if the class is full.

**Course Cost:** There is no cost to attend this course. Any travel and per diem costs are the responsibility of the participant's organization.

**Attendance:** Because this class fulfills an OPM training requirement, participants must attend and participate in all the learning content to receive credit for course completion. Participants should plan accordingly to ensure their schedules are clear and that their focus is on learning. All exceptions must be pre-approved by the Headquarters Training Manager. Please do not ask the instructors to make exceptions.

**Cancellation:** Please make cancelations in DHScovery or by contacting [DHSUniversity@dhs.gov](mailto:DHSUniversity@dhs.gov). Individuals that cancel class less than five days prior to class start date for reasons other than an emergency may be suspended from other course offerings.

**Dress code:** Business casual; no jeans, shorts, tank tops, etc.

### DHS HQ Emerging Leaders Topics:

**Introduction** – The introduction module provides an opportunity for participants to meet and network with other DHS employees from across the Enterprise. This module provides an opportunity for each participant to sharpen their presentation skills. Best leadership traits and characteristics are discussed and referred to throughout the remainder of the class. Learning objectives - participants will:

- Recognize leadership qualities and traits for high performing employees
- Apply effective written and oral communication skills to share ideas and information for understanding, influence and professional growth
- Identify networking as a resource for performance excellence, continual learning and professional growth



## DHS HQ Leader Development Courses 2012

### *Leadership Training Provided by MGMT/OCHCO*

**Cognitive Diversity** - This module discusses individual personality preferences with an emphasis on improving communication and collaboration. The presentation uses the Myers-Briggs Type Indicator to identify participants' personality type. Reference material is provided for all sixteen personality types. Following a presentation and discussion of personality types, participants complete several exercises to understand the best way to bridge the cognitive diversities of personality. Learning objectives - participants will:

- Leverage our cognitive diversity
- Bridge communication and collaboration gaps
- Identify organizational characteristics, personal "fit" and potential challenges

**Value Differences** – This module focuses on values and attitudes found in the workplace. Participants work together to "solve" workplace conflict scenarios including generational differences. Learning objectives - participants will:

- Compare and contrast the values and the potential outcomes of generational interaction
- Consider solutions when generations fail to communicate

**Personal Mission Statements** - A personal mission statement describes how you see yourself in the future. It describes your hopes and dreams and evokes a sense of achievement and fulfillment. A mission statement integrates various aspects of your life and what you know about yourself. It describes what you "bring to the table." This module coaches participants through the development of their personal mission statement. In addition, participants develop a personal "elevator speech" to briefly articulate what they can offer the agency. Learning objectives - participants will:

- Explain the components of an effective mission statement
- Write a personal mission statement
- Write an "elevator speech"

**StrengthsFinder 2.0**<sup>®</sup> – "The effective executive builds on strengths – their strengths, the strengths of superiors, colleagues, subordinates; and on the strengths of the situation." "Get your strengths together and make your weaknesses irrelevant." Drucker. Learning objectives - participants will answer the following questions:

- Why StrengthsFinder 2.0?
- What is the difference between talent, skill, knowledge and experience?
- What can I expect, if I focus on strengths?
- How can focusing on strengths make me a better leader?
- What other strengths resources can I explore?

**Change Management Skills** –Dr. Ben Bissell's DVD *Facing the Challenge of Change* is presented. Bissell's presentation details the dynamics of change and offers an explanation for common human reactions to change and typical workplace behaviors. Participants analyze a current change and their reactions. Learning objectives - participants will:

- Prepare for an upcoming change or adapt to the change you are experiencing now
- Gain skills to succeed at change



## DHS HQ Leader Development Courses 2012

### *Leadership Training Provided by MGMT/OCHCO*

- Understand the dynamics of change
- Apply change communication principles
- Promote pioneers not “victims”

#### **Available Dates FY2012/Locations:**

Emerging Leaders has been postponed for FY 2012 to provide additional supervisory leadership training classes.

#### **Enrollment Information**

Courses are filled on a “first come-first served” basis. After participants have registered, they are listed as “pending” until their supervisor approves the training. At that time, participants are listed as “enrolled” or “waitlisted” based on the number of available seats. Walk-ins will not be accepted if the class is full.

#### **Course Information Links:**

DHS Connect website <http://dhsconnect.dhs.gov/Pages/default.aspx>

Follow these links from the main page:

Employee Resources > Career Development > Training > Enterprise Learning & Development > Leadership Institute > Emerging Leaders

#### **To register for this course:**

- DHS Headquarters employees should register via DHScovery:  
<https://dhscovery.dhs.gov/plateau/user/login.jsp> Navigate to the “Catalog” tab and use the “Simple Catalogue Search.” Search for “Emerging Leaders.” When the search results appear, click the arrow next to the course title for dates and registration. Supervisory approval is required.
- DHS Operational Component employees should register by using the Standard Form 182 (SF182). <http://www.opm.gov/forms/html/sf.asp> Scroll down until you see “SF182” and click the fillable PDF icon. Obtain your supervisor’s signature for approval and fax the form to (202) 357-8471. You may also scan and e-mail the form to [DHSUniversity@dhs.gov](mailto:DHSUniversity@dhs.gov).
- All others should send an inquiry regarding the best method of registration to [DHSUniversity@dhs.gov](mailto:DHSUniversity@dhs.gov).
- Walk-ins will not be accepted if the class is full.

**Course Contact/Registrar:** Erica Killens

**Phone:** 202-357-8439

**Fax:** 202-357-8471



**Homeland  
Security**

**DHS HQ Leader Development Courses 2012**  
*Leadership Training Provided by MGMT/OCHCO*

**Email:** [DHSUniversity@hq.dhs.gov](mailto:DHSUniversity@hq.dhs.gov)

**Course Instructor:** Eric A. Gregory, Lead Instructor

**Phone:** 202-357-8419

**Email:** [Eric.Gregory@dhs.gov](mailto:Eric.Gregory@dhs.gov)

**\*\* To request special accommodations please contact the course registrar.**



**Homeland  
Security**