

FACT SHEET

Enterprise Learning & Development

Employee Training Offerings

Supervisory Leadership Training

Overview

“Supervisory Leadership Training” provides first-line as well as seasoned supervisors with the practical skills and tools needed to excel in their supervisory role. This 40 hour, five-day course is founded on the Office of Personnel Management (OPM) Leadership Competencies and linked to the five Executive Core Qualifications (at the supervisory level) required for appointment to the Senior Executive Service. Completion of this course satisfies OPM’s (5 CFR § 412) requirement for executive, management and supervisory development.

Upon completion, participants will be able to:

- Distinguish between leadership and management concepts as well as apply various leadership models and approaches to management
- Apply principles for motivating and engaging employees and managing change
- Utilize communication to create an environment of productivity and initiate crucial conversations with employees and colleagues
- Identify sources of conflict and understand how to work through it
- Navigate the performance management process and handle performance problems
- Discover useful tips to bridge gaps between employees and their work environment
- Successfully manage supervisory responsibilities, changes and challenges

Dates:

October 18-22, 2010	April 5-7, 2011
November 1-5, 2010	May 17-19, 2011
December 6-10, 2010	June 21-23, 2011
January 11-13, 2011	July 12-14, 2011
February 8-10, 2010	August 9-11, 2011

Eligibility Requirement: *Supervisory Training* is offered to employees anticipating supervisory responsibilities, team leads, newly appointed supervisors as well as seasoned supervisors.

Registration

- DHS Headquarters employees should register via DHScovery: Go to <https://dhscovery.dhs.gov/plateau/user/login.jsp>. Navigate to the “Catalog” tab and use the “Simple Catalogue Search.” Search for “Supervisory Leadership Training.” 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): Go to <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.
- All others should send an inquiry regarding the best method of registration to DHSUniversity@dhs.gov

Reasonable Accommodation

Individuals requiring reasonable accommodations or alternate formats are asked to submit their request via email at DHSUniversity@dhs.gov no later than two weeks prior to the event.



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Additional Information

There is no cost to attend these courses. Any travel and per diem costs are the responsibility of the participant's organization. Attire is business casual (no jeans). Attendees should plan to arrive early to allow time for security processing and check-in. For questions regarding the programs, please contact DHSUniversity@dhs.gov or call Enterprise Learning and Development, Training Coordinator at (202) 357-8503.

Supervisory Leadership Training Tier II

Overview

This course is for seasoned supervisors and managers. "Supervisory Leadership Training Tier II" emphasizes Colin Powell's statement - "Leadership is the art of accomplishing more than the science of management says is possible." This course uses a blended learning approach consisting of short lectures, open discussion, small group discussion and a variety of engaging activities to facilitate learning and garner full participation. This course provides experienced supervisors and managers with some refresher of practical supervisory skills as well as more advanced topics such as strategic thinking. "Supervisory Leadership Training Tier II" consists of five eight-hour days which cover the following topics: Managing Self; Managing Others; Managing Results; Managing Relationships; and Managing the Mission. Completion of this course satisfies OPM's (5 CFR § 412) requirement for executive, management and supervisory development.

Upon completion, participants will be able to:

- Apply information from personality typing tools, such as Myers-Briggs and DISC personality profile, to increase communication and minimize conflict and misunderstanding.
- Understand the role Emotional Intelligence plays in effective leadership and relationship building.
- Leverage a diverse work force for maximum effectiveness.
- Appreciate generational differences and minimize generational gaps.
- Create and foster collaborative work teams.
- Implement the elements of Professional Performance Management.
- Employ the concepts of Situational Leadership.
- Identify sources of conflict and understand how to work through it.
- Incorporate Strategic Planning as an integral part of management.
- Create and implement effective goal setting.
- Utilize the concepts of Strategic Management.
- Complete a Strategy Table-Top exercise to illustrate strategic planning and management principles.

Dates: March 8-10, 2011, May 31 - June 2, 2011, and September 20-22, 2011

Eligibility Requirement: *Supervisory Training* is offered to employees anticipating supervisory responsibilities, team leads, newly appointed supervisors as well as seasoned supervisors.



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Registration

- DHS Headquarters employees should register via DHScovery: Go to <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): Go to <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.
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