

DHS HQ Leader Development Courses 2012

Leadership Training Provided by MGMT/OCHCO

Supervisory Leadership Training Tier II

Completion of this course satisfies OPM's 5 CFR § 412 requirement for executive, management and supervisory development. Additionally, supervisors attending this course as a participant satisfy the initial requirement for 24-hours of classroom training per the DHS Cornerstone program.

Supervisors, managers, and executives participating as a guest speaker in this class will have their preparation time and presentation time count towards the annual 12-hour leader as teacher give-back requirement per the DHS Cornerstone program. This must be set up with the Course Instructor prior to class. (The Course Instructor's contact data is noted below.)

NOTE: Supervisory Leadership Training Tier II has been postponed for FY 2012 to provide additional supervisory leadership training classes.

Eligibility requirements: This class is for supervisors only. DHS Headquarters component supervisors have priority for this class. Non-Headquarters supervisors may attend this class on a Space Available basis. This class is offered to newly appointed supervisors as well as experienced supervisors and managers.

Prerequisite: Must complete Supervisory Leadership Training Tier I

Course Length: This is a three-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 supervisor 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. 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.



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Supervisory Leadership Training Tier II 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. Learning objectives - participants will:

- Apply 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

Managing through Crisis – this module focuses on the leadership lessons learned from Ernest Shackleton’s polar expedition. Learning objectives - participants will:

- Identify specific leadership behaviors which are effective when managing a crisis
- Implement teamwork as a goal
- Incorporate effective teambuilding strategies and measurements

StrengthsFinder 2.0[®] – “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. In addition, the five executive core competencies (ECQs) are linked to strengths as described in Tom Rath’s strengths Based Leadership. 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?

Managing Up – this module provides the Supervisor with tools to influence upper leadership and to build a successful business case for implementing ideas. Learning objectives - participants will:

- Define managing up and discuss its importance
- Identify strategies for managing up
- Discuss learning conversations
- Apply inquiry and advocacy techniques to improve communication with leadership

Innovating – this module stimulates the Supervisor to stretch their thinking as well as their team’s thinking about improvements and solutions. Learning objectives - participants will:

- Identify concepts and ideas that will stretch thinking regarding improvements and solutions
- Discuss lessons learned from the “Deep Dive” video
- Apply concepts and ideas in a classroom activity

Leading Change – it is not enough to manage change, Supervisors must lead change. This module provides participants with Kotter’s eight-step change process model. Learning objectives - participants will:

- Learn the eight-step process to lead change



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What's Right with DHS? – Too often, we focus on what is wrong in our organization. This module provides an opportunity to focus on what is right and working well. Learning objectives - participants will:

Reflect and celebrate what is working well in DHS

Available Dates FY2012/Locations:

Supervisory Leadership Training Tier II 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 > Supervisory Leadership Training Tier II

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 “Supervisory Leadership Training Tier II.” 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.

All others should send an inquiry regarding the best method of registration to DHSUniversity@dhs.gov.

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Course Contact/Registrar: Madelyn P. Pressley

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



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