

UNITED STATES DEPARTMENT OF THE INTERIOR

Bureau of Land Management
Office of Fire and Aviation
3833 S. Development Avenue
Boise, ID 83705-5354

May 8, 2000

In Reply Refer To:
1400-410 (FC-202)P

Director's Office Information Bulletin No. 2000-010

To: All FA and FC Employees

From: Director, Office of Fire and Aviation

Subject: **Request for FY2000 Nominations - Course 1400-12
Leadership Challenge**

DD: 06/23/00

The National Training Center (NTC) has designed a new training course entitled **Leadership Challenge**.

The **Leadership Challenge** is a 5-day training course within the Leadership Excellence program. Leadership Excellence is a commitment to develop quality leadership at all levels of the Bureau of Land Management by improving leadership competencies in every employee. The Executive Leadership Team has approved the Leadership Excellence program and strongly supports field participation.

Target Audience and Eligibility:

The Leadership Challenge is a self-development program primarily for **non-supervisory** and **non-managerial** employees who have been with BLM for at least one year. Those employees hired by BLM after January 1, 1999, should have completed the self-study course, Orientation: Employee Handbook, 1400-01ss. Leadership Challenge is open to all employees regardless of grade level who meet this basic requirement.

Content:

The Leadership Challenge is focused on the agency's belief that all employees have leadership capabilities and all employees can make a difference. This course is framed around the 27 leadership competencies identified by the Office of Personnel Management (OPM) as being key to successful leadership. The required classroom sessions, pre-requisite and outside assignment are described below:

Classroom Session:

Course 1400 - 12 Leadership Challenge
September 11 - 15, 2000
National Training Center, Phoenix

The overall objective of this course is to provide the participants with tools for developing a plan of action to improve their leadership skills. Through plenary sessions, keynote speakers, panels, networking opportunities, and skill building workshops the participants will:

- identify the traits and characteristics of effective leaders;
- understand why leadership competencies are important at all levels of the organization for carrying out BLM's mission;
- develop a better understanding of themselves and how others see them, and identify areas of strength and opportunities for growth through the Leadership Effectiveness Inventory (LEI), a 360-degree assessment tool based on OPM's 27 leadership competencies;
- build skills which foster the development of their leadership competencies;
- learn to use leadership skills to advance and transfer knowledge in their respective professional arenas; and
- develop an action plan to support skill building and leadership development.

Pre-requisite:

Assessment is an important first step in leadership development. As noted above, BLM is using the LEI as a key assessment tool for the Leadership Challenge. In addition to completing a self-assessment, the participants in the Leadership Challenge will also be assessed by their supervisor and 5 peers or customers. The assessment and feedback provided during the course will help the participants better understand their leadership strengths and opportunities for growth and development. Individual feedback reports are completely confidential. More detailed information on the LEI process will be provided to participants once the nomination process is completed. A list of Frequently Asked Questions (FAQs) regarding the LEI is posted at the NTC web site:

<http://www.ntc.blm.gov/> under the menu item, "**Leadership Excellence.**"

Required Outside Assignment:

After the course, all participants will develop an individual development plan, (IDP) with their supervisors. Feedback on the results of each participant's LEI and instructions on how to use the IDP to develop strengths in the various leadership competencies will be provided in the Leadership Challenge course.

Funding:

Funding for this pilot training program is provided by the NTC. Travel and per diem for participants to attend the sessions will also be covered by the NTC. Based on the success of this pilot and provision of continued funding, we plan to offer several sessions next fiscal year.

Nominations:

After obtaining supervisory approval, nominations should be submitted to the National Training Center by **June 23, 2000** by completing a registration form for course number 1400-12 at the following web site:

<http://158.68.233.67/nomination.nsf/a348a0e7620da855072567eb0057a32a?OpenForm>

At this web site, in addition to providing the participant's name, training number, location, e-mail address, phone number, and supervisor's email address, also provide the following information in the section of the form entitled "Courses Requested":

Course Name: Leadership Challenge
Course Number: 1400-12
Class Date: September 11-15, 2000
Registration ID: 2985

Participants will be notified of their acceptance and will be sent information at that time.

Questions:

If you have questions about the **Leadership Challenge** or registration, please call Jean Sammon at the NTC (602) 906-5522. More detailed information about the **Leadership Challenge**, the 27 OPM leadership competencies, and the LEI is on the NTC web site at:

<http://www.ntc.blm.gov/> under the menu item, "**Leadership Excellence.**"

I fully support all employees in developing their individual skills. You are reminded, however, that **all** training must have **prior supervisory approval**. If you need further assistance or have questions regarding training or the availability of courses, contact Paula Reed in HRM.

/s/Ron Dunton
Acting

Distribution

Jay Thietten, MIB 5627
Cynthia Hogg, NARTC