

## The Value of an OPM LEAD Certificate

### How You Benefit

- Professional development directly relevant to your current position and future goals
- OPM-designed curriculum aligned with Executive Core Qualifications (ECQs), leadership criteria that are recognized Government-wide
- Simplified process for fulfilling Individual Development Plans (IDP), providing the “must-haves” of leadership training
- Flexibility to develop valuable new skills around your schedule
- Documented evidence of your leadership development
- Eligibility of many LEAD courses for college or graduate credit granted by the American Council on Education (ACE)

### How Your Agency Benefits

- Clear progression to support succession management
- Networking and sharing of best-practices among agencies
- Ease of government-to-government interagency agreements
- Ideal for fulfilling training requirements for Presidential Management Fellows
- Courses are offered at the Management Development Centers in Shepherdstown, West Virginia, and Aurora, Colorado; and the Federal Executive Institute in Charlottesville, VA.
- Learning centers provide hands-on experience for your key staff, as well as new ideas, techniques and information through participation with leaders from other agencies

For more information about the LEAD Certificate Program, contact  
(303) 671-1136  
Email: LEAD@opm.gov



[www.leadership.opm.gov](http://www.leadership.opm.gov)

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UNITED STATES OFFICE  
OF PERSONNEL MANAGEMENT

# LEAD

## Leadership Education and Development (LEAD) Certificate Program

*Navigate Your Leadership Journey*

GREAT LEADERS for  
GREAT GOVERNMENT



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## GREAT LEADERS FOR GREAT GOVERNMENT

The Office of Personnel Management’s LEAD Certificate Program empowers Federal leaders to take charge of their **professional development** by providing a clear path to leadership training that’s right for them and their careers.

The LEAD Certificate Program offers “must-have” leadership skills that help individuals fulfill their **Individual Development Plan (IDP)**, putting them squarely on the path to career advancement.

And by training tomorrow’s leaders today, the LEAD Certificate Program **helps training officers, managers and supervisors** meet the challenges of succession management.

At each Certificate level, current and future Federal leaders assess their leadership effectiveness, gain core knowledge and **develop critical skills for leadership success**, culminating with a certificate signed by the Director of OPM, formally recognizing the employee’s achievement.

### ALL LEAD PARTICIPANTS

- Have **3 years** to complete the certificate program
- Can choose from **4 leadership tracks**
- Take **5 seminars** to earn their certificate

The time to  
take the LEAD  
is now!

Navigate your leadership  
journey by visiting  
[www.leadership.opm.gov](http://www.leadership.opm.gov)





## The LEAD Curriculum:

### Four Leadership Tracks— One Great Career Move

All tracks are drawn from OPM's full catalog of leadership seminars. To find out more or register for the LEAD Program, visit [www.leadership.opm.gov](http://www.leadership.opm.gov) or call 888-676-9632.

**REQUIREMENTS** (Completion of five Seminars required for each track)

|                         |   |
|-------------------------|---|
| <b>Leadership Track</b> | <b>PROJECT/TEAM LEAD</b><br>(No formal performance appraisal responsibility)  |
| <b>Assessment</b>       | Leadership Assessment Program—Level I   |
| <b>Core Development</b> | Choose either: <ul style="list-style-type: none"> <li>Collaborative Leadership Seminar or</li> <li>Team Development Seminar I and Team Development Seminar II</li> </ul>  |
| <b>Policy Awareness</b> | None Required   |
| <b>Skill Immersion</b>  | Choose Any Three <ul style="list-style-type: none"> <li>Conflict Resolution Skills</li> <li>Effective Writing</li> <li>Facilitation Skills for Leaders</li> <li>Leadership Skills for Non-Supervisors</li> <li>Project Management Principles</li> </ul> |

 College credit is available for many of the seminars.

## America Needs Your Leadership

The Leadership Education and Development Certificate Program is your opportunity to join the next wave of Federal leaders. The ranks of retiring supervisors, managers and executives need to be replenished with qualified successors, and the LEAD program provides rising Federal employees with the targeted qualifications they need to move up and into these new leadership positions.

A LEAD certificate is tangible proof of a Federal employee's commitment to succeed. And with four distinct learning tracks tied to leadership categories recognized Government-wide, the LEAD program offers relevant, impactful professional development for all career levels. With seminars offered at OPM's three learning centers in the eastern and western United States, we make it easy for Federal employees nationwide to participate in this career-enriching program.

One of our core missions at OPM is to develop the leadership potential of public servants throughout Government. More than anyone, we know and understand virtually every challenge facing Federal

managers and executives as they embark upon their Leadership Journey.

Will you join us? All you need is determination to excel, a devotion to service, and the courage to lead.

## Opportunity Awaits

Qualified leaders are in increasing demand at all levels of Government. Enrolling in the LEAD Certificate Program will empower you to advance your career to the next level.

## Your Journey to Advancement

Whatever your career goals, there's a LEAD certificate for you. This advancement-focused program develops and documents your qualifications for any one of four leadership tracks recognized throughout the Federal Government:

- Project/Team Lead
- Supervisor
- Manager
- Executive

## How the LEAD Program Works

LEAD takes the guesswork out of professional development. You only need to complete five courses to earn your certificate, and because each course in the LEAD curriculum is carefully selected from OPM's catalog of top-quality leadership seminars, every course you take will be directly relevant to your current abilities and future goals.

OPM created LEAD with busy Federal professionals in mind, giving you the option to decide what courses to take and when. You can choose from a variety of targeted courses within each leadership track, and you will have three years to complete your certificate.

At each level of development, rising Federal leaders will participate in content-rich seminars that provide:

- Assessments of current leadership effectiveness and/or potential
- Overviews of key competencies critical to success at each level of leadership
- Essential Government-wide policy knowledge
- Intensive development of workplace-relevant skills

| Leadership Track        | SUPERVISOR<br>(Conducts performance appraisals for non-supervisory staff)   | MANAGER<br>(Conducts performance appraisals for one or more supervisors and staff)  | EXECUTIVE<br>(GS-15, Senior Executive Service or equivalent senior manager level)  |
|-------------------------|---|---|--|
| <b>Assessment</b>       | Leadership Assessment Program—Level I   | Leadership Assessment Program—Level II  | Senior Executive Assessment Program  |
| <b>Core Development</b> | Choose one of the following: <ul style="list-style-type: none"> <li>Leadership Assessment Program—Level I</li> <li>Leadership Assessment Program—Level II</li> </ul> <i>(This program may be used for the Supervisor Certificate if taken before or during your first year of being a supervisor)</i> | Choose One <ul style="list-style-type: none"> <li>Management Development Seminar I <i>(Suggested for mgrs. with less than 2 yrs. experience)</i></li> <li>Management Development Seminar II <i>(Suggested for mgrs. with 2+ yrs. experience)</i></li> </ul>   | Choose One <ul style="list-style-type: none"> <li>Executive Development Seminar</li> <li>Leadership for a Democratic Society</li> </ul>  |
| <b>Policy Awareness</b> | None Required   | Choose One <ul style="list-style-type: none"> <li>Dynamics of Public Policy Seminar</li> <li>Environmental Policy Issues Seminar</li> <li>Federal Regulatory Policy Seminar</li> <li>Federal Budgetary Policies and Processes Seminar</li> <li>Science, Technology and Public Policy Seminar</li> </ul> | Choose One <ul style="list-style-type: none"> <li>Dynamics of Public Policy Seminar</li> <li>Environmental Policy Issues Seminar</li> <li>Federal Regulatory Policy Seminar</li> <li>Federal Budgetary Policies and Processes Seminar</li> <li>Science, Technology and Public Policy Seminar</li> </ul>  |
| <b>Skill Immersion</b>  | Choose Any Three <ul style="list-style-type: none"> <li>Coaching and Mentoring for Excellence</li> <li>Communicating Face to Face</li> <li>Conflict Resolution Skills</li> <li>Effective Writing</li> <li>Managing the Flexible Workplace</li> <li>Women's Leadership Seminar</li> </ul>              | Choose Any Two <ul style="list-style-type: none"> <li>Coaching and Mentoring for Excellence</li> <li>Communicating Face to Face</li> <li>Conflict Resolution Skills</li> <li>Developing Customer-Focused Organizations</li> <li>Strategic HR Management</li> </ul>                                      | Choose Any Two <ul style="list-style-type: none"> <li>Collaborating Across Organizational Boundaries</li> <li>Crisis Leadership Workshop</li> <li>Executive Communication Skills: Leading the Process of Change</li> <li>Leadership Competencies: Preparing for the Next Step</li> <li>Leadership for a Global Society—Global Series</li> <li>Leading Through Constructive Conflict</li> <li>Resiliency Advantage</li> </ul> |