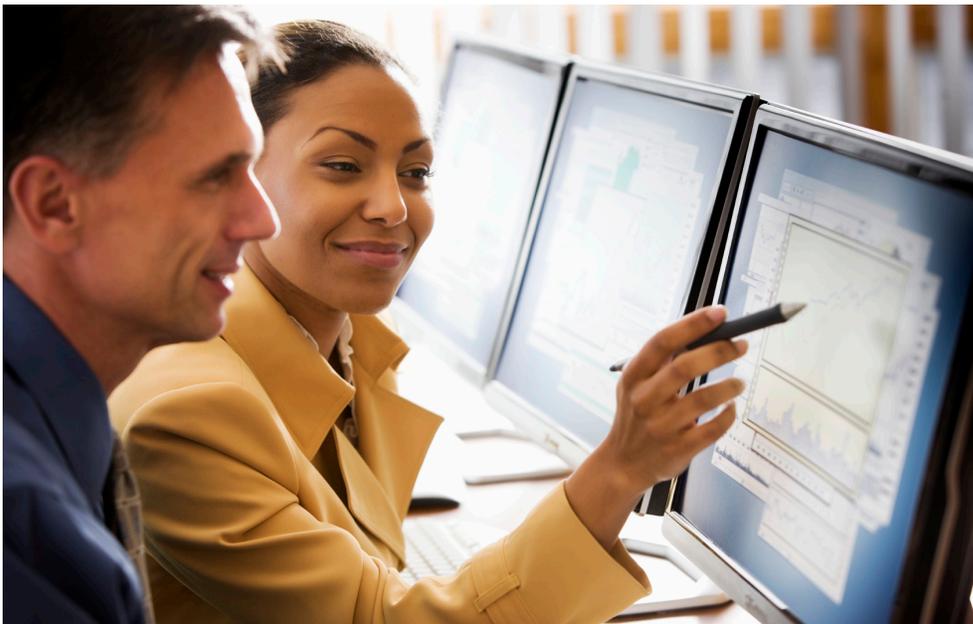




## Coaching and Mentoring for Excellence

Increasing demands on the Federal workforce are requiring organizations to perform at higher levels with fewer resources and staff. Whether guiding employees to learn skills through on-the-job coaching or mentoring employees through change and transition, coaching and mentoring can improve an organization's ability to succeed. This seminar explores how to use these important tools to help others develop both technically and as leaders in order to improve their organization's overall performance.

- Explore coaching and mentoring as core tools to help others develop leadership skills.
- Receive feedback on how your coaching skills appear to others.
- Build a plan for continuing your development as a coach or mentor.



### Maximize Employee Development and Performance

Helping employees develop their leadership competencies can increase your organization's success by making them more skilled at what they do and more effective at choosing the right methods to get their jobs done well.

#### SKILL IMMERSION

##### COMPETENCIES

- Partnering
- Team Building
- Decisiveness
- Creativity/Innovation
- Resilience

##### ACADEMIC CREDIT

2 upper level Baccalaureate or 2 Graduate credits may be available upon completion.

##### DATES & LOCATIONS

May 14–17, 2012

At the Eastern Management Development Center in Shepherdstown, WV

This training facility is 70 miles from Washington, DC in the Blue Ridge Mountains above the Potomac River.

October 24–27, 2011

January 30–February 2, 2012

At the Western Management Development Center in Aurora, CO

This facility offers a campus-style learning environment convenient to both Denver and the majestic Rocky Mountains.

July 30–August 2, 2012

At the Hilton Alexandria Old Town in Alexandria, VA

Nestled in the heart of Old Town Alexandria, the Hilton is minutes from Washington, D.C. and is just steps from the nearby King Street Metro station on the system's blue and yellow lines.

For information on presenters and day-to-day schedules, please go to [www.leadership.opm.gov](http://www.leadership.opm.gov)

*“This program is a step toward progress in allowing high-level managers to share their values and commitment to public service and help direct and mold future leaders.”*

## Register Now for the Coaching and Mentoring for Excellence Seminar

This seminar is designed for anyone in a position to coach or mentor other employees, formally or informally. Other beneficiaries are managers or supervisors who may coach or mentor within their agency's succession plan, or who want to develop others on their staff.

In 2012, the course will be held in Shepherdstown, West Virginia, Alexandria, Virginia and Aurora, Colorado. Attendees will leave with a greater understanding of how to effectively strengthen their co-workers' skills and performance through coaching and mentoring.

Note: To ensure sufficient feedback and practice time, this class is limited to 24 participants.

## Develop Your Staff to Their Full Leadership Potential

Through classroom instruction, small-group interaction and practice sessions, this seminar will teach you how to coach and mentor employees who are facing choices regarding career advancement, or need guidance in mastering their current positions through professional development :

- Examine coaching and mentoring as the core tools to help others develop leadership competencies.
- Learn key coaching and mentoring strategies to help employees reach the next level of performance and make productive choices concerning the direction of their careers.
- Understand how to conduct effective coaching or mentoring meeting sessions.
- Receive feedback on how your coaching skills appear to others.
- Explore other people's learning styles so you can coach or mentor more effectively.
- Build a plan for continuing your development as a coach or mentor.

*“The program gave me tools to do my job more effectively. I am committed to performing my supervisory responsibilities to the best of my ability.”*

### TUITION

\$3,750

Tuition at the EMDC and WMDC locations includes materials, meals and lodging. The cost of food and lodging is not included in tuition for the course at the Alexandria, Virginia location.

### LEAD

This seminar meets the supervisor and manager track requirements of the LEAD Certificate Program.

Leadership Education & Development Certificate Program—A complete leadership development curriculum for current and aspiring government leaders, providing official recognition of achievement at every level. For more info, go to [www.leadership.opm.gov/certificates/LEAD/index.aspx](http://www.leadership.opm.gov/certificates/LEAD/index.aspx)

### RECOMMENDED PRIOR COURSES

Leadership Assessment Program Levels I or II

Senior Executive Assessment Program

### SUGGESTED FOLLOW-ON COURSES

Conflict Resolution Skills

Communicating Face to Face

**For information on presenters and day-to-day schedules, please go to [www.leadership.opm.gov](http://www.leadership.opm.gov)**

## Three Ways to Register

### 1. Register Online at [www.leadership.opm.gov](http://www.leadership.opm.gov)

Initiate course registration with your Government Purchase Card payment, the fastest way to reserve your space. Use your own agency-specific procurement forms. Once we have received your payment, you will receive confirmation within two business days.

### 2. Fax a Registration Form, found in a catalog or online. This form can be used for courses at the Federal Executive Institute or Management Development Centers.

### 3. Contact a Representative Customer Service Office:

Toll Free: 888-676-9632

Phone: 304-870-8008

Fax: 304-870-8078

TDD/TTY 304-870-8066

Email: [register@opm.gov](mailto:register@opm.gov)



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