



## The Supervisory Development Seminar I: Fundamentals

Every Federal Agency relies on the frontline management (FOR WHAT). Though professions vary greatly across the federal government the responsibilities of the frontline manager do not. Every Federal supervisor needs a skill set that includes tools and techniques to ensure success. This Seminar delivers!

- Be able to navigate the Federal human resource management system and differentiate appropriate personnel actions to recruit, hire, and retain employees in the Federal workplace.
- Implement effective performance management practices that set expectations and encourage effective performance.
- Articulate the appropriate personnel actions required to discipline and terminate employees who are poor performers or who violate workplace behavioral principles.
- Formulate a plan to improve personal performance upon returning to the workplace.



### Establish the Fundamental Skills to Become a Successful Leader

New supervisors will gain valuable insights into the fundamental skills, behaviors and attitudes that define the successful Federal supervisor and maximize personal performance. This week long seminar can be combined with the SDS II for a two-week immersion to expand these fundamentals with leadership foundations experience.

Please note: This seminar meets the requirements of the Congressional mandate requiring training for all new supervisors.

#### CORE DEVELOPMENT

##### COMPETENCIES

- Interpersonal Skills
- Conflict Management
- Oral Communication
- Written Communication
- Accountability

##### ACADEMIC CREDIT

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

##### DATES & LOCATIONS

October 24–28, 2011

November 28–December 2, 2011

March 26–30, 2012

May 14–18, 2012

July 16–20, 2012

September 10–14, 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 17–21, 2011

April 23–27, 2012

June 18–22, 2012

August 13–17, 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.

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

*“This seminar gave me tangible, concrete tools for delegating tasks, working effectively in teams and improving listening skills.”*

## A One-Week Investment That Will Pay You Back

- Familiarize yourself with the Business Acumen Executive Core Qualification.
- Understand merit system principles as the foundation of Federal civil service and apply them to supervising your employees.
- Learn appropriate personnel actions for recruiting, hiring and retaining Federal employees.
- Discover how to set appropriate expectations and encourage effective performance.
- Learn how to take appropriate legal action to discipline and terminate poor performers or those who violate workplace behavioral standards.
- Network with peers who will help you ease your transition to supervisor.

*“The case studies from MSPB were useful to understand what can happen in a workplace and how to appropriately respond in such situations, and to know what resources are available to you.”*

### TUITION

\$3,350

Tuition includes materials, meals and lodging.

### LEAD

This seminar meets the supervisor 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 COURSE

Leadership Assessment Program—Level I

### SUGGESTED FOLLOW-ON COURSES

Supervisory Development Seminar II: Learning to Lead  
Leadership Assessment Program Level II  
Managing the Flexible Workspace

**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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