



## The Supervisory Development Seminar II: Learning to Lead

Effective government supervisors have mastered leadership skills that define/support/guarantee their success. In this seminar you will develop your capacity to move employees from compliance to commitment.

- Understand your motivations and those of others by exploring personal preferences.
- Identify and practice the critical communication skills to engage in performance feedback and coaching for excellence.
- Explore the origins of conflict and develop effective skills for managing conflict as a supervisor.
- Network and learn from peers in other federal agencies facing the leadership and supervision challenge.



### Expand Your Knowledge and Skills to Become a Successful Leader

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 I 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
- Developing Others
- Conflict Management
- Oral Communication
- Leveraging Diversity

##### ACADEMIC CREDIT

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

##### DATES & LOCATIONS

October 31–November 3, 2011

December 5–8, 2011

April 2–5, 2012

May 21–24, 2012

July 23–26, 2012

September 17–20, 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.

June 25–28, 2012

August 20–23, 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.

**Note!** This course is also available as an online course, from July 23 through August 24, 2012.

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

*“The course equipped me with tools that will enable me to get quality performance out of civil servants.”*

## Register Now for the Supervisory Development Seminar II: Learning to Lead

This seminar is designed for new frontline supervisors and existing supervisors who have not yet participated in formal leadership development. It is also recommended for frontline supervisors who need a refresher course to understand and refine their approach to leadership.

Congress has mandated training for all new supervisors and this course fulfills those requirements, as well. It may be completed as a stand-alone seminar week or as a two-week experience when combined with Supervisory Development Seminar I: Fundamentals. When taken together, the weeks do not have to run consecutively.

If getting away for a full week is difficult, Supervisory Development Seminar II: Learning to Lead can be taken in a five-week online format. The online course requires 6-8 hours of work each week. The content is the same as the one-week in-residence course.

### Leadership Begins With the Supervisory Development

- Obtain valuable knowledge and skills to take with you through your career.
- Understand your motivations and those of others by exploring personal preferences.
- Identify and practice the critical communication skills necessary to engage in performance feedback and coaching for excellence.
- Develop effective communication skills for managing conflict as a supervisor.
- Network and learn from peers in other Federal agencies facing the opportunities and challenges of leadership and supervision.

*“This training has inspired me to be a better supervisor, to help the employees I supervise succeed, and to share the tools I learned this week.”*

#### 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

Supervisory Development Seminar I: Fundamentals

#### SUGGESTED FOLLOW-ON COURSES

Coaching and Mentoring for Excellence  
Leadership Assessment Program Level II  
Management Development Seminar I and II

**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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