



# LEAD

The Leadership Education and Development (LEAD) Certificate Program

## 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.

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 5 leadership tracks
- Take 5 seminars to earn a certificate

## The time to take the LEAD is now!

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

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

## 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
- Key staff have hands-on experience with ideas, techniques, and information in an inter-agency collaborative learning environment
- Ideal for fulfilling training requirements for Presidential Management Fellows
- Ease of government-to-government interagency agreements
- Courses are offered at the Federal Management Leadership Institute in Shepherdstown, West Virginia, and Aurora, Colorado; and the Federal Executive Institute in Charlottesville, VA.



## 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

## The LEAD Curriculum:

### Five 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)

- Project/Team Lead
- Supervisor
- Manager
- Executive
- Leadership for Professionals

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

<b>Leadership Track</b>	<b>SUPERVISOR</b> (Conducts performance appraisals for non-supervisory staff)
<b>Assessment</b>	<i>Choose one of the following:</i> <ul style="list-style-type: none"> <li>■ Leadership Assessment Program—Level II</li> <li>■ Leadership Assessment Program—Level I (Leadership Assessment Program Level I may be used for the Supervisor Certificate if taken <u>before</u> or <u>during</u> your first year of being a supervisor)</li> </ul>
<b>Core Development</b>	<i>Take Both</i> <ul style="list-style-type: none"> <li>■ Supervisory Development Seminar I: Fundamentals</li> <li>■ Supervisory Development Seminar II: Learning to Lead</li> </ul>
<b>Policy Awareness</b>	None Required
<b>Skill Immersion</b>	<i>Choose Any Three</i> <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 in the Federal Government</li> <li>■ Managing the Flexible Workplace</li> <li>■ Women's Leadership Seminar</li> </ul>

<b>Leadership Track</b>	<b>MANAGER</b> (Conducts performance appraisals for one or more supervisors and staff)
<b>Assessment</b>	Leadership Assessment Program—Level II
<b>Core Development</b>	<i>Take One</i> <ul style="list-style-type: none"> <li>■ Management Development Seminar I: Leading from the Middle (Suggested for managers with less than 2 years' experience)</li> <li>■ Management Development Seminar II: Leading Organizations (Suggested for managers with 2+ years' experience)</li> </ul>
<b>Policy Awareness</b>	<i>Choose One</i> <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>■ National Security Policy</li> <li>■ Science, Technology and Public Policy Seminar</li> </ul>
<b>Skill Immersion</b>	<i>Choose Any Two</i> <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>■ Extraordinary Leadership</li> <li>■ Strategic HR Management</li> </ul>

<b>Leadership Track</b>	<b>EXECUTIVE</b> (Senior Executive Service or equivalent senior manager level)
<b>Assessment</b>	Senior Executive Assessment Program (for GS-15) Leadership Assessment Program—Level II (for GS-14)
<b>Core Development</b>	<i>Choose One</i> <ul style="list-style-type: none"> <li>■ Executive Development Seminar: Leading Change</li> <li>■ Leadership for a Democratic Society</li> </ul>
<b>Policy Awareness</b>	<i>Choose One</i> <ul style="list-style-type: none"> <li>■ Dynamics of Public Policy Seminar</li> <li>■ Environmental Policy Issues Seminar</li> <li>■ Federal Budgetary Policies and Processes Seminar</li> <li>■ Federal Regulatory Policy Seminar</li> <li>■ National Security Policy</li> <li>■ Science, Technology and Public Policy Seminar</li> </ul>
<b>Skill Immersion</b>	<i>Choose Any Two</i> <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>

<b>Leadership Track</b>	<b>LEADERSHIP FOR PROFESSIONALS</b> (Federal professionals who are not in a formal management position, but who exercise influence, design and implement policy, and work in broad partnerships within and outside their agency)
<b>Assessment</b>	Leadership Assessment Program—Level I
<b>Core Development Electives</b>	Collaborative Leadership Seminar <i>Choose any three from the Policy Awareness and Skill Immersion Electives</i>
<b>Policy Awareness</b>	<ul style="list-style-type: none"> <li>■ Dynamics of Public Policy Seminar</li> <li>■ Environmental Policy Issues Seminar</li> <li>■ Federal Budgetary Policies and Processes Seminar</li> <li>■ Federal Regulatory Policy Seminar</li> <li>■ National Security Policy Seminar</li> <li>■ Science, Technology, and Public Policy Seminar</li> </ul>
<b>Skill Immersion</b>	<ul style="list-style-type: none"> <li>■ Conflict Resolution Skills</li> <li>■ Crisis Leadership Workshop</li> <li>■ Effective Writing in the Federal Government</li> <li>■ Facilitation Skills for Leaders</li> <li>■ Project Management Principles</li> <li>■ Resiliency Advantage</li> <li>■ Women's Leadership Seminar</li> </ul>

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