

Attachment 2

LEARNING ACTIVITIES FOR SUPERVISORY, MANAGEMENT, AND EXECUTIVE TRAINING AND DEVELOPMENT

The following learning activities are suggestions for meeting the 24-hour annual requirement. You may find other activities that will satisfy the requirement. Creditable learning activities must address one or more of the OPM Core Leadership Competencies, be directly linked to the employee's 360° Assessment or other performance feedback, and be approved by the employee's supervisor as part of their annual Individual Development Plan.

See **Time Conversion Guidelines** at the end of this attachment for information on calculating time spent in an activity.

Sample Leadership Competency-Related Learning Activities
1. Attend college/university class
2. Take a self-study course
3. Attend a seminar
4. Attend a workshop
5. Take on-line training course
6. Attend a webinar or participate in other web-based learning
7. Attend a meeting or conference via video conferencing (VTC)
8. Attend a conference or professional meeting
9. Serve as a mentor for 6 months
10. Serve as a coach for 6 months
11. Be coached
12. Work with a mentor
13. Participate in a developmental assignment
14. Actively participate in a community group/association that involves using leadership competencies
15. Read or listen to books

16. Read or listen to publications (e.g., magazines, journals, online publications)
17. Participate as a presenter in panels, seminars, webinars, etc., in support of leadership development
18. Serve as a sponsor for an Action Learning Project (ALP) in a leadership development program
19. Lead or sponsor a process improvement effort
20. Conduct informational interviews to learn more about leadership issues and skills
21. Participate in a detail assignment
22. Participate in a shadow assignment
23. Lead or participate on a task force
24. View or listen to DVD/video/other electronic media
25. Participate in a developmental feedback session related to the APHIS 360 Assessment
26. Develop a job aid to learn how to carry out an activity in your work (note: this relates to the competency, Technical Credibility)
27. Participate in structured, on-the-job training (OJT)
28. Toastmasters
29. Participate in a leadership development program
30. Other

Time Conversion Guidelines: You can claim credit commensurate with the number of actual hours that you spend in the activity that is focused on your competency development. Note that these are guidelines only. Use your judgment in calculating how much time you spend specifically on competency development.

ACTIVITY	CREDITABLE HOURS
University Course	1:1 ratio
Coaching or Mentoring	1 hour = 1 credit hour
On-line course	
Podcast/Video/DVD	
Active Participation	
Detail/Shadow Assignment	1 day = 6 hours
Management Leadership Journal	16 hours = 1 year of reviewing articles
Book or AudioBook	Fewer than 400 pages = 4 hours
	400 pages or more = 8 hours