

LEADERSHIP DEVELOPMENT PROGRAM

The Washington Area Training and Employee Development Center (WATC) is devoted to providing all Headquarters' employees, team leaders, supervisors, and managers with credible career planning and assistance.

The Leadership Development Program will provide DOE team leaders, supervisors, and managers with the necessary Human Resource Management skills to effectively perform their duties and to prepare for the expanding challenges of the future..

◆ Headquarters Supervisory Training Program – “Getting Back to Basics”

This 40-hour training program provides team leaders, supervisors, and managers with information, skills, and tools needed to manage effectively in today's rapidly-changing work environment.

The program scope focuses on the basic needs of approximately 700 supervisors within DOE Headquarters with varying degrees of training and experience. This program targets:

- (1) newly promoted or hired team leaders, supervisors, and managers;
- (2) team leaders, supervisors, and managers who have never taken basic supervisory/management, human resource management/equal employment opportunity training; or
- (3) team leaders, supervisors, and managers who have not had training in the last 5 years.

A variety of tools will be used to strengthen and enhance knowledge, skills, and performance. In addition, workshops/seminars focusing on specializing needs and current workforce issues will be offered.

PROGRAM OBJECTIVES

- Acquire new skills and/or improve existing skills
- Improve workforce productivity and relations
- Build self-confidence
- Enhance value to the Department

PROGRAM REQUIREMENTS

Phase I	Read-Ahead/Resource Material	
Phase II	Core Classroom Training	24 hours

Phase III	Additional Core Training	16 hours
	Total	40 hours

Phase I : Read-Ahead/Resource Materials

Participants will receive their read-ahead material approximately 2 weeks prior to scheduled classroom training. This material is priority reading for the classroom training. This material will provide the participants an understanding of the basic laws, regulations, and concepts that govern Human Resource Management, EEO and Employee/Labor Management.

Phase II: Core Classroom Training (24 hours)

The core elements will be provided to the participants in a classroom instruction setting.

- Roles and responsibility
- Communication
- Setting Performance Standards
- Defining the Job Qualifications Standards
- Hiring
- Performance Management/Handling Performance Problems/Discipline
- Labor/Management Relations
- Managing a Diverse Workforce
- Safeguards Against Discrimination
- Sexual Harassment
- Safety, Health, and Workers Compensation
- Creating a Learning Environment
- Speakers & Panel

Phase III: Additional Core Training Courses (16 hours)

The additional core training (16 hours) will be comprised of self-study courses using CD-Roms, Energy Online Learning Center (OLC), or classroom training.

Energy Online Learning Center

- Fundamental Skills of Managing - Senior Leadership Principles
- Assigning Tasks Effectively - Advanced Management Negotiation
- Using Positive Discipline - The Interpersonal Side of Conflict
- Preparing for Change - Leading through Change
- Delegating Effectively - The Managers Primer of Ensuring Accountability
- Coaching for Improved Performance - The Manager as Coach and Counselor Or Establishing your Teams Desired Performance

(10) CD-Rom

- Fundamental Skills of Managing
- Fundamental Skills of Communicating

- Using Positive Discipline
- Developing Performance Standards
- Coaching for Improved Performance
- Delegating Effectively
- Assigning Tasks Effectively
- Performance Assessment
- Communicating with your Manager
- Management Orientation, Reinforcement, and Support

Core Additional Classroom Training

Situational Leadership is a 16-hour training course designed to focus on different theories of leadership, with an emphasis on situational leadership theory. Using a diagnostic instrument, participants will identify their preferred leadership styles. Through case studies and exercises, participants will get practice in diagnosing situations to determine appropriate leadership styles and demonstrating the skills that support each style.