



NOAA Leadership Competencies Development Program (LCDP)

Class 10 Program Requirements

October 23, 2016 - April 27, 2018

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Table of Deliverables

Key: **Blue = Required LCDP Training at FEI**
 Pink = Required Program Deliverable Deadlines
 Orange = LCDP Brown Bag Lunches (Optional)
 Green = LCDP Leadership Learning Series Sessions
 Purple = LCDP Alumni Seminar and LCDP Leadership Week (Optional)

Action	Deadline
Complete LCDP biography	Friday, June 24, 2016
Provide input regarding peer advisor matching	Friday, August 25, 2016
Complete assessments (Benchmarks 360 and MBTI) prior to FEI Orientation Week	Prior to FEI Orientation Week
Initiate contact with peer advisor and hold introductory meeting or call	NLT Friday, October 21, 2016
Orientation Week at the Federal Executive Institute (FEI)	Sunday, October 23 – Friday, October 28, 2016
LCDP mentors and developmental assignment initial blast will be issued by LCDP Director.	Monday, October 31, 2016
Contact potential host office supervisors regarding developmental assignment opportunities	Ongoing, but if you are interested in one of the initial burst of opportunities, I recommend you do so by Friday, November 4, 2016.
First day you can begin an LCDP developmental assignment.	Monday, November 14, 2016
LCDP LDT Calls with Tracy to discuss IDP development (optional)	Held on Varying Dates, November, 2016
Monthly meeting with peer advisor	NLT Friday, November 30, 2016
Identify mentor	After Orientation Week and prior to Friday, December 16, 2016
Meet with Executive Sponsor to review and sign LCDP Individual Development Plan (IDP)	After Orientation Week and prior to Friday, December 16, 2016
Initial Version of LCDP IDP Due – includes mentor	Friday, December 16, 2016

Action	Deadline
selection (signed and dated by you, your supervisor, and your LCDP Executive Sponsor)	
Last required monthly meeting with peer advisor (additional monthly meetings encouraged but optional)	NLT Friday, December 29, 2016
First LCDP monthly brown bag lunch (optional) Champion: Tracy Levstik Topic: LCDP X Leadership Learning Series Overview for Facilitators and Participants	Wednesday, January 11, 2017 12:30pm-1:30pm ET
LCDP X Leadership Learning Series Session #1 Facilitator: Marian Westley	Wednesday, January 25, 2017 12:30pm-1:30pm ET
First monthly meeting with mentor	NLT Tuesday, January 31, 2017
LCDP X Leadership Learning Series Session #2 Facilitator: Kim Jenkins	Thursday, February 9, 2017 1:00pm-2:00pm ET
LCDP monthly brown bag lunch (optional) Champion: Tracy Levstik Topic: NOAA's CLC Learning Portal, Resources for Managers and Leaders with special guest Debbie Farmer, WFMO.	Tuesday February 14, 2017 12:00pm-1:00pm ET
LCDP X Leadership Learning Series Session #3 Facilitator: Aria Remondi	Tuesday, February 21, 2017 1:30pm-2:30pm ET
Monthly meeting with mentor	NLT Tuesday, February 28, 2017
LCDP monthly brown bag lunch (optional) Champion: Tracy Levstik Topic: Attract the Best and Brightest and Navigate the Federal Hiring Process with special guests Nate Mercer and Luz Aquino from OPM.	Tuesday, March 7, 2017
LCDP X Leadership Learning Series Session #4 Facilitator: Andy Bailey	Wednesday, March 8, 2017 2:00pm-3:00pm ET
LCDP X Leadership Learning Series Session #5 Facilitator: Erica Rule	Thursday, March 23, 2017 12:30pm-1:30pm ET
Monthly meeting with mentor	NLT Friday, March 31, 2017
LCDP X Leadership Learning Series Session #6	Tuesday, April 4, 2017

Action	Deadline
Facilitator: Timi Vann	1:00pm-2:00pm ET
LCDP monthly brown bag lunch (optional) Champion: Jessica Snowden Coaches: Sally Bibb and Peyton Robertson	Wednesday, April 12, 2017 1:00pm-2:00pm ET
Second and Third Weeks of FEI Training (Two Week Session)	Sunday, April 23 – Friday, May 5, 2017
LCDP X Leadership Learning Series Session #7 (Face-to-Face Session at FEI, Week 2) Facilitator: Ian Zelo	Monday, April 24, 2017 1:15pm-2:15pm ET
LCDP X Leadership Learning Series Session #8 (Face-to-Face Session at FEI, Week 3) Facilitator: Ian Sears	Wednesday, May 3, 2017 1:15pm-2:15pm ET
<i>LCDP Leadership Learning Series is ¼ done (8 of 31 sessions.) Monitor your attendance to ensure you meet minimum training requirements (19 of 31 sessions.)</i>	
Monthly meeting with mentor	NLT Friday, April 28, 2017
LCDP X Leadership Learning Series Session #9 Facilitator: Jessica Kondel	Wednesday, May 17, 2017 1:30pm-2:30pm ET
LCDP monthly brown bag lunch (optional) Champion: Chris Landsea Coaches: DaNa Carlis and Lisa Taylor	Thursday, May 18, 2017 12:30pm-1:30pm ET
Monthly meeting with mentor	NLT Wednesday, May 31, 2017
LCDP X Leadership Learning Series Session #10 Facilitator: Elaine Saiz	Thursday, June 1, 2017 2:00pm-3:00pm ET
LCDP monthly brown bag lunch (optional) Champion: Jasmin John Coaches: Mary Erickson and Patricia Pinto da Silva	Wednesday, June 7, 2017 2:00pm-3:00pm ET
LCDP X Leadership Learning Series Session #11 Facilitator: Chris Kerns	Tuesday, June 13, 2017 12:30pm-1:30pm ET
LCDP X Leadership Learning Series Session #12 Facilitator: Erika Brown	Wednesday, June 28, 2017 1:00pm-2:00pm ET
Monthly meeting with mentor	NLT Friday, June 30, 2017
LCDP monthly brown bag lunch (optional) Champion: Hernan Garcia	Wednesday, July 12, 2017

Action	Deadline
Coaches: Regis Walter and Kevin Werner	1:30pm-2:30pm ET
LCDP X Leadership Learning Series Session #13 Facilitator: Jasmin John	Thursday, July 13, 2017 1:30pm-2:30pm ET
LCDP X Leadership Learning Series Session #14 Facilitator: Kevin Fryar	Tuesday, July 25, 2017 2:00pm-3:00pm ET
Monthly meeting with mentor	NLT Monday, July 31, 2017
LCDP X Leadership Learning Series Session #15 Facilitator: Hernan Garcia	Wednesday, August 9, 2017 12:30pm-1:30pm ET
LCDP monthly brown bag lunch (optional) Champion: Paula Fratantoni Coaches: CDR Nancy Hann and Amanda McCarty	Tuesday, August 15, 2017 12:30pm-1:30pm ET
<i>LCDP Leadership Learning Series is 1/2 done (16 of 31 sessions.) Monitor your attendance to ensure you meet minimum training requirements (19 of 31 sessions.)</i>	
Monthly meeting with mentor	NLT Thursday, August 31, 2017
LCDP X Leadership Learning Series Session #16 Facilitator: Chris O'Connors	Tuesday, September 5, 2017 1:30pm-2:30pm ET
LCDP X Leadership Learning Series Session #17 Facilitator: Paula Fratantoni	Wednesday, September 20, 2017 2:00pm-3:00pm ET
LCDP monthly brown bag lunch (optional) Champion: Cecelia Linder Coaches: Sally Bibb and Lisa Taylor	Thursday, September 21, 2017 1:00pm-2:00pm ET
Monthly meeting with mentor	NLT Friday, September 29, 2017
LCDP Alumni Seminar in Fairmont, WV (Optional but encouraged)	September, 2017 (Dates TBD)
LCDP X Leadership Learning Series Session #18 Facilitator: Amanda Goeller	Thursday, October 5, 2017 12:30pm-1:30pm ET
LCDP monthly brown bag lunch (optional) Champion: Kim Jenkins Coaches: Mary Erickson and Regis Walter	Wednesday, October 11, 2017 2:00pm-3:00pm ET
LCDP X Leadership Learning Series Session #19 Facilitator: Demian Schane	Tuesday, October 17, 2017 1:00pm-2:00pm ET

Action	Deadline
Fourth Week of FEI Training	Sunday, October 22 – Friday, October 27, 2017
LCDP X Leadership Learning Series Session #20 (Face-to-Face Session at FEI, Week 4) Facilitator: Jessica Snowden	Monday, October 23, 2017
Monthly meeting with mentor	NLT Tuesday, October 31, 2017
LCDP monthly brown bag lunch (optional) Champion: Kola Garber Coaches: DaNa Carlis and Patricia Pinto da Silva	Tuesday, November 7 , 2017 1:00pm-2:00pm ET
LCDP X Leadership Learning Series Session #21 Facilitator: Cecelia Linder	Wednesday, November 8, 2017 1:30pm-2:30pm ET
Monthly meeting with mentor	NLT Thursday, November 30, 2017
LCDP X Leadership Learning Series Session #22 Facilitator: Chris Landsea	Wednesday, November 21, 2017 2:00pm-3:00pm ET
LCDP X Leadership Learning Series Session #23 Facilitator: Forbes Darby	Thursday, November 30, 2017 2:00pm-3:00pm ET
LCDP X Leadership Learning Series Session #24 Facilitator: Catherine Marzin	Tuesday, December 12, 2017 12:30pm-1:30pm ET
LCDP monthly brown bag lunch (optional) Champion: Andy Bailey Coaches: Peyton Robertson and Lisa Taylor	Thursday, December 14, 2017 12:30pm-1:30pm ET
<i>LCDP Leadership Learning Series is 3/4 done (24 of 31 sessions.) Monitor your attendance to ensure you meet minimum training requirements (19 of 31 sessions.)</i>	
Monthly meeting with mentor	NLT Friday, December 29, 2017
LCDP X Leadership Learning Series Session #25 Facilitator: Daniel Simon	Wednesday, January 10, 2018 1:00pm-2:00pm ET
LCDP monthly brown bag lunch (optional) Champion: Jennifer Stark Coaches: Sally Bibb and Kevin Werner	Wednesday, January 17, 2018 2:00pm-3:00pm ET
LCDP X Leadership Learning Series Session #26 Facilitator: Jennifer Stark	Thursday, January 25, 2018 1:30pm-2:30pm ET
Monthly meeting with mentor	NLT Wednesday, January 31, 2018

Action	Deadline
LCDP 10 Leadership Week, Miami, FL (Optional but highly encouraged)	Sunday, January 28 - Friday, February 2, 2018
LCDP X Leadership Learning Series Session #27 Facilitator: Sunny Snider	Tuesday, February 6, 2018 2:00pm-3:00pm ET
LCDP monthly brown bag lunch (optional) Champion: Kim Valentine Coaches: CDR Nancy Hann and Amanda McCarty	Tuesday, February 13, 2018 1:30pm-2:30pm ET
Dr. Linda Winner Memorial Award nominations and voting, step 1 of 2	Tuesday, February 20, 2018
Submit your name as you want it engraved on your LCDP Graduation Plaque	TBD Date, February, 2018
Dr. Linda Winner Memorial Award final voting, step 2 of 2 (and Graduation Survey, including how you want your name engraved on your plaque, your home office supervisor most apt to gauge your progress through your LCDP, mailing address for FEI Week 5 prerequisites, etc.)	Open: Monday, February 26, 2018 Closes: Wednesday, March 7, 2018
LCDP X Leadership Learning Series Session #28 Facilitator: Terence Lynch	Wednesday, February 21, 2018 12:30pm-1:30pm ET
Monthly meeting with mentor	NLT Wednesday, February 28, 2018
LCDP X Leadership Learning Series Session #29 Facilitator: Natalia Donoho	Thursday, March 8, 2018 1:00pm-2:00pm ET
LCDP X Leadership Learning Series Session #30 Facilitator: Jessica White	Tuesday, March 20, 2018 1:30pm-2:30pm ET
LCDP monthly brown bag lunch (optional) Champion: Timi Vann Coaches: DaNa Carlis and Regis Walter	Thursday, March 22, 2018 12:30pm-1:30pm ET
Submit input to the LCDP Graduation Slideshow, Program and Script (scroll down for a copy of the message Tracy sent to cohort on 3/12/18 titled: "Action Due NLT 3/28/18: Final LCDP Pre-Graduation Deliverables" for specifics.	Wednesday, March 28, 2018 - this is a hard deadline so we can get your graduation program booklets printed!
Monthly meeting with mentor	NLT Friday, March 30, 2018
Last LCDP monthly brown bag lunch (optional)	Wednesday, April 11, 2018

Action	Deadline
Champion: Amanda Goeller Coaches: Peyton Robertson and Lisa Taylor	1:00pm-2:00pm ET
Confirm your final LCDP graduation guest list: https://docs.google.com/spreadsheets/d/19im2OR5u1FPBjuwy0xHT4At4JBKht5aqh1Qio_BjndY/edit?usp=drive_web&oid=101536651555540365233	Thursday, April 12, 2018
Complete StandOut Assessment per instructions that Kathy Osvath will send through CLD Central on or around March 29, 2018	Anticipated to be due on Thursday, April 12, 2018
Last monthly meeting with mentor	NLT Friday, April 20, 2018
Deadline to: <ul style="list-style-type: none"> - Complete all LCDP developmental assignments and any supplemental training pertaining to LCDP. - Ensure your closeout meeting has been scheduled with your LCDP Executive Sponsor (to sign your final LCDP IDP.) Note: some of your offices are scheduling one-on-one meetings, while others will be group meetings. Meetings must take place before Friday, June 8th so you can submit your final, signed IDP by the June 8th deadline. - Write a "letter to future leader" to your accountability partner instead of yourself. Highlight the leadership growth and changes you have seen in your accountability partner over the 18-month program, any challenges they have overcome, and your wishes for them for the future. Bring this to FEI and deliver it to your accountability partner on Thursday, April 26th. If you are in a triad, figure out who writes to who. - Note: while not due on 4/20, if your office is requiring that you develop a summary paper of your LCDP experience, submit that at least 5 business days prior to your closeout meeting to your LCDP Executive Sponsor. (Tracy does not need a copy.) NESDIS, NOS, NWS, and OAR participants are required to submit a paper. NMFS, OMAO and Staff Office/OGC 	Friday, April 20, 2018

Action	Deadline
participants are not. See the message Tracy sent to cohort on 3/21/18 for formatting suggestions.	
Fifth Week of FEI Training	Sunday, April 22 – Thursday, April 26, 2018
LCDP X Leadership Learning Series Session #31 (Face-to-Face Session at FEI, Week 5) Facilitator: Nikola Garber	Wednesday, April 25, 2018 2:00pm-3:00pm ET
LCDP Class 10 Graduation Location: NOAA Auditorium and Science Center Silver Spring, MD	Friday, April 27, 2018 Doors Open at: 1:00pm Ceremony: 2:00pm-3:30pm Reception: 3:30pm-5:00pm
Remember: if your office is requiring that you develop a summary paper of your LCDP experience, submit that at least 5 business days prior to your closeout meeting to your LCDP Executive Sponsor. (Tracy does not need a copy.) NESDIS, NOS, NWS, and OAR participants are required to submit a paper. NMFS, OMAO and Staff Office/OGC participants are not. See the message Tracy sent to cohort on 3/21/18 for formatting suggestions.	Due to your Executive Sponsor 1 week prior to your closeout meeting.
Deadline to Submit Final LCDP Deliverables: <ul style="list-style-type: none"> - Submit all required developmental assignment paperwork to the LCDP Director and copy your respective LCDP Coordinator. - Add input to the <i>LCDP Developmental Assignment Best Practices Guide</i>: https://docs.google.com/document/d/1jFZASfiyfSkAz5V_MG3ggWL2aWTk0kTxyAGqa23IR4s/edit - Submit final LCDP IDP (Updated to reflect actual accomplishments. Signed and dated by you, your supervisor, and your LCDP Executive Sponsor.) - Respond to LCDP Exit Survey. (Link will be sent following graduation.) 	Friday, June 8, 2018

Important Notes to Augment the Table of Deliverables, Above:

- LCDP class members are also required to actively participate in at least 60% (19 of 31) of the hour-long LCDP Leadership Learning Series sessions, conducted via telephone at two-three week intervals throughout the program. Each participant must lead and facilitate one of these sessions. These

sessions will be added to the schedule above once the dates have been determined following Orientation week.

- In addition, LCDP participants are required to submit a completed LCDP Developmental Assignment Learning Agreement by the end of the first week of each developmental assignment, and a completed LCDP Developmental Assignment evaluation, due by the Friday following the conclusion of each assignment.
- LCDP participants are also encouraged to meet regularly or as needed with a member of NOAA’s LCDP X Coaching Cadre, a peer coaching network comprised of LCDP alumni.
- Regular contact with your accountability partner and Leadership Development Team are also encouraged throughout the program.

PROGRAM STRUCTURE

The LCDP is a competitive, 18-month program that provides a series of training and developmental experiences for a cadre of GS-13/14/15 or equivalent level NOAA employees who have high potential for assuming greater leadership responsibilities. Key program components include a one-on-one relationship with a mentor and peer advisor, an Individual Development Plan (IDP), five weeks of leadership training, and a series of developmental assignments.

PEER ADVISORS

Each participant is matched with an LCDP alum at the start of the 18-month program. Peer Advisors are LCDP alumni that have volunteered to assist participants by sharing their experience about what worked well and what didn't during their own LCDP program. Additionally, they are a valuable resource for participants as they contemplate selecting a mentor, choosing developmental assignments, and crafting their IDP.

Participants are encouraged to tap into their peer advisor’s expertise on general work-life issues and advice on how to maximize their time in the LCDP program, as well as potential pitfalls to avoid. This relationship tends to be less formal and more relaxed than the participant’s relationship with their mentor. For more information on the differences between the roles of Peer Advisors and Mentors, visit the LCDP website at:

<http://lcdp.noaa.gov/docs/Differences%20between%20LCDP%20Mentors%20and%20Peer%20Advisors.pdf>.

<p>DELIVERABLE: Initiate and Maintain Contact with Peer Advisor</p>	<p>Initiate Contact: Friday, October 21, 2016 Maintain Contact: Monthly for at least the first three months of the program. Optional thereafter.</p>
<p>Within one week of the announcement of peer advisor matches, each participant must initiate contact with their peer advisor to introduce himself/herself. Participants are responsible for initiating regular, recurring meetings with their mentor during the first three months of the 18-month program. Interaction thereafter is optional but encouraged. These interactions can be face-to-face or via telephone.</p>	

MENTORS

Each participant is required to establish and maintain a relationship with a NOAA mentor (typically at the GS-15, SES, or equivalent level) who will provide advice and evaluate his/her progress throughout the program. Participants are encouraged to select a mentor based on their career needs and developmental goals.

There are no other limitations on whom participants select to be their mentor. The mentor can be from the participant’s own Line/Staff Office, or from another NOAA Office. It is also possible to select a mentor outside NOAA or the Federal government.

Participants are strongly encouraged to wait until after their Orientation week at FEI (July 13 – 18, 2014) to select a mentor. This will give the participants an opportunity to receive and process the results of their 360-Degree Assessment Benchmark (Benchmarks) and their Myers-Briggs Type Indicator (MBTI) assessments. Participants will also have time to focus on their overall goals for the program, as well as to hear from their Peer Advisor about what worked and didn't work in their own mentoring relationships. Participants will then select the mentor most suited to the developmental goals they set for themselves.

Participants can change mentors during the program. The main reasons for making such a change would be that the mentor does not have sufficient time to devote to the relationship, or the dynamics of the relationship are such that a change would be beneficial. If a change is made, the new mentor’s information must be documented on the participant’s IDP.

DELIVERABLE: Identify Mentor, Initiate and Maintain Contact	Identify Mentor: After Orientation Week and prior to Friday, December 16, 2016 Initiate and Maintain Contact: Monthly
<p>After the conclusion of Orientation week, participants will have six weeks to select a mentor. The mentor’s name and contact information must be documented on the participant’s IDP.</p> <p>Participants are responsible for initiating regular, recurring meetings with their mentor throughout the 18-month program. Participants must meet at least once a month with their mentor for an hour. More frequent interaction is encouraged. These interactions can be face-to-face or via telephone.</p>	

The LCDP Director will solicit potential volunteer mentors. Each volunteer completes an interest sheet. This information will be shared with all participants. Mentors can be chosen either from the volunteer list or through independent outreach initiated by participants.

If participants reach out to potential mentors on their own, they are encouraged to share the following information and requirements.

Mentor Requirements:

The role of an LCDP mentor is to foster an 18-month relationship with an LCDP participant to provide career guidance throughout the program. LCDP participants benefit greatly from having a mentor who can help assess their competencies, assist them with identifying appropriate developmental assignments, and provide them with guidance and feedback.

To succeed as an LCDP mentor, there are two important factors to consider:

1. Do you have enough quality time to devote to being a mentor (approximately 1-2 hours per month)?
2. Will you be working at NOAA through the end of the LCDP IX cycle, or do you plan to retire or resign prior to April 27, 2018?

Mentor Roles:

- Teaching leadership skills and sharing information about his/her experience;
- Coaching through constructive comments, support, encouragement and criticism focused on skills, talents, professional behavior, and career of the participant;
- Advising on how to confront difficult situations at work, ways to advance, and approaches to improve professional skills; as well as
- Championing by showcasing the participant's talents, through formal and informal introductions to senior staff, and fostering developmental experiences.

Critical Mentoring Skills:

- Being an active listener and knowing how to give effective feedback;
- Knowing how to help with goal-setting and planning;
- Knowing when to give and when not to give advice; and
- Having the ability to instill confidence and motivate people.

Mentoring Characteristics:

- Valuing NOAA, its mission and its works;
- Willingness to commit your time;
- Being tolerant, non-judgmental, and accepting of personal differences;
- Being confident and secure with self;
- Being able to establish a comfortable environment for discussions;
- Enjoying watching a mentee develop;
- Demonstrating sensitivity to mentee's needs; and
- Caring about others and treating everyone with respect.

LCDP Line/Staff Office Coordinators

Each Line Office has a designated LCDP Coordinator. Coordinators play an instrumental role in the LCDP recruitment process; coordinating their office's Rating and Ranking and Interview Panels. The coordinators also answer questions from managers and applicants.

After the selection announcement is made, coordinators play a vital role in communicating the funding practices of their Office to participants. Each Office handles training and developmental assignment expenses differently. To ensure participants get maximum benefit from the LCDP experience, it is important that each Line/Staff Office communicates the funding practices of their Office to the participants so that realistic expectations are established early on.

Coordinators may also play the vital role of intermediary between the Line Office's leadership and the participant. As such, coordinators may set forth additional Line/Staff Office specific requirements for LCDP participants above what is contained in this guide.

Participants should reach out to their coordinator for clarification regarding funding practices if questions arise.

LCDP Director

The LCDP Director is responsible for overseeing the LCDP recruitment and selection process. In this capacity, the Director provides informational overview sessions, designs the application process, and answers questions from applicants and their supervisors. The Director liaisons with the LCDP Line Office Coordinators on the selection and scheduling of Rating and Ranking and Interview Panels and oversees these processes. The Director coordinates approval of the final class selections with NOAA’s Deputy Under Secretary.

The Director coordinates with FEI in Charlottesville, Virginia to design the curriculum for the five-week formal core leadership training program and provides onsite oversight and support for the program.

The Director is available to each participant to provide support and guidance throughout the program. The Director monitors participant’s compliance with meeting action items and serves as an overall resource for all parties involved in the program.

Federal Executive Institute

FEI designs and coordinates the five weeks of formal core leadership training for LCDP participants.

LCDP Executive Sponsors

A senior leader within each Line/Staff Office has agreed to act as the LCDP Executive Sponsor for LCDP participants within their office. The appropriate Executive Sponsor must sign each participant’s IDP at the beginning and end of the program.

Participants may ask their Executive Sponsor for recommendations about developmental assignments or for counsel about programmatic or business acumen challenges. In addition to supporting participants with leadership, the Executive Sponsor ensures that funds are available for LCDP developmental assignments and associated training (e.g., FEI).

DELIVERABLE: Meet with Executive Sponsor	After Orientation Week and prior to Friday, December 16, 2016
Following the completion of Orientation Week and prior to September 12, 2014, each participant should make an appointment through their LCDP Line Office Coordinator to meet with their LCDP Executive Sponsor. The purpose of this meeting is to discuss the participant’s goals for the program, types of developmental assignments being considered, and funding practices for the Office. The Executive Sponsor must sign each participant’s IDP.	

Leadership Development Teams (LDTs)

Prior to the Orientation week, the LCDP Director will divide the cohort into four learning groups called LDTs. The LDT structure is utilized throughout the training portion of the program and provides the participants with an intimate group of peers throughout the LCDP journey.

FORMAL CORE LEADERSHIP TRAINING

Mandatory LCDP core leadership training includes a 5-week split session at FEI. This NOAA-specific customized training, which varies slightly from class to class as needed, emphasizes a range of topics and issues facing today’s leaders.

Participants are required to attend all 5 weeks of training. The training schedule for LCDP Class 10 is as follows:

FEI Training Dates	Session Title
Sunday, October 23 – Friday, October 28, 2016	First Week of FEI Training
Sunday, April 16 – Friday, April 28, 2017	Second/Third Week of FEI Training (two week session)
Sunday, October 22 – 27, 2017	Fourth Week of FEI Training
Sunday, April 22 – Thursday, April 26, 2018	Fifth Week of FEI Training
Friday, April 27, 2018	Graduation in Silver Spring, MD

LCDP participants are also required to participate in specific NOAA leadership training sessions conducted outside of FEI, including hour-long LCDP Leadership Learning Series sessions, conducted via telephone at two-three week intervals throughout the program. Each participant must lead and facilitate one of these sessions.

There is a possibility that the LCDP 10 class may be able to have an LCDP Leadership Week, pending budget availability. If funds are available (provided by each LO/SO,) LCDP Leadership Week will take place between Leadership Courses #2 and #3 (during one week in the winter, most likely January/February, 2018) at a location to be determined in the future. Class 7 held their leadership week in Boulder, CO, Class 6 had theirs in Seattle, WA, and Class 5 held theirs in Washington, D.C. Class 8 was unable to have a leadership week due to lack of funding. The LCDP Leadership week is organized, managed and facilitated completely by the participants.

Participants are encouraged to pursue additional supplemental training in addition to the mandatory FEI program above to fully address the competencies and areas of desired learning they are looking to develop through participation in the program.

DELIVERABLE: Complete all LCDP-Related Training	April 20, 2018
All LCDP-related training must be completed prior to the end of the program. For LCDP Class 10 participants, training must conclude by Friday, April 20, 2018.	

Training Costs:

Costs for participating in the FEI formal core leadership training program are coordinated centrally. Travel orders are required to attend all sessions, even for participants in the local commuting area. Some Line/Staff Offices pay for their participant’s travel expenses centrally and some do not. For more information about preparing travel orders, participants should contact their LCDP Line Office Coordinator.

DEVELOPMENTAL ASSIGNMENTS

LCDP developmental assignments will be used by participants as a means to gain or broaden career experience. During the 18-month LCDP program, LCDP participants are expected to be involved in two or three developmental (rotational) assignments, each lasting 3–4 months. These opportunities may be in other parts of NOAA, the Department of Commerce, other agencies, or appropriate public/private sector organizations. It is recommended that at least one assignment be in a NOAA Office outside of the participant’s Line/Staff Office. Shorter duration assignments, to supplement the longer assignments, are also possible.

Participants are strongly encouraged to wait until after their Orientation week to finalize their developmental assignment plans. This will give the participants an opportunity to receive and process the results of their Benchmarks and MBTI assessments and focus on their overall goals for the program, as well as to hear from their Peer Advisor about what worked and didn't work during their own developmental assignment experiences. Participants will then select developmental assignments most suited to the developmental goals they set for themselves.

High level developmental leadership and supervisory assignments will be submitted centrally. The LCDP Director will share these opportunities with participants. Participants can select opportunities from this list, or they can research and initiate their own assignments.

Guidelines for LCDP developmental assignments include:

- NOAA Line/Staff Office leadership and supervisory opportunities at the GS-14/15, SES, or equivalent levels; and
- Similar level opportunities in other parts of the Department, other Federal/State Departments or Agencies, or appropriate private sector organizations.

Required Forms for All Developmental Assignments:

The following paperwork is required for all assignments:

DELIVERABLE: LCDP Developmental Assignment Learning Agreement	By the end of the first week of the assignment.
Participants must complete the LCDP Developmental Assignment Learning, due to the LCDP Director by the end of the first week of the assignment. The appropriate LCDP Line Office Coordinator must be copied on this submission. The agreement must be signed and dated by the participant, the home office supervisor, and the host office supervisor.	
DELIVERABLE: LCDP Developmental Assignment Evaluation	Due within one week following the conclusion of the assignment.
For all assignments, participants are required to have their host office supervisor complete an LCDP Developmental Assignment Evaluation Form.	
This form must be completed by the last day of the assignment and be provided to the participant's home office supervisor for consideration in the performance evaluation process. The participant must retain a copy for his/her records and must provide a copy to the LCDP Director and the appropriate LCDP Line/Staff Office Coordinator within one week following the conclusion of the assignment.	

Required Forms for Developmental Assignments outside NOAA:

The following paperwork is required and must be approved before any assignment outside of NOAA can begin.

DELIVERABLE (for Assignments outside of NOAA only): Complete and Submit the LCDP Outside-Developmental Assignment Approval Package	Begin developing the package a minimum of 2.5 months prior to the start of the assignment. Submit the package to WFMO at least 60 calendar days prior to the start of the
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	assignment.
<p>For assignments outside of NOAA, participants must follow mandatory procedures for obtaining prior approval by the Department of Commerce’s Office of Human Resource Management (OHRM). Once the complete package is received, NOAA requires 30 calendar days to process the package, and OHRM requires an additional 30 days. The package will take the participant several weeks to put together and obtain the appropriate signatures, so a minimum of 2.5 months is needed to develop and vet the package prior to the assignment start date. The assignment CANNOT begin until OHRM approval is received. Contract the LCDP Director for current procedures and a template.</p>	

DELIVERABLE: Complete all LCDP Developmental Assignments	Friday, April 20, 2018
<p>All LCDP developmental assignments must be completed prior to the end of the program. For LCDP Class 10 participants, assignments must conclude by Friday, April 20, 2018.</p>	

Developmental Assignment Costs:

Developmental assignment expenses may include costs for travel, per diem, and lodging if the assignment is outside of the participant’s duty station. Some Line/Staff Offices pay for their participant’s developmental assignment expenses centrally and some do not. For more information, participants should contact their Line/Staff Office LCDP Coordinator.

INDIVIDUAL DEVELOPMENT PLANS (IDPs)

A realistic, well-researched, clearly written IDP is a valuable tool for charting a successful LCDP experience. The participant and his/her supervisor should use the IDP to communicate and clarify expectations for training, developmental assignments, and other developmental activities. As such, the IDP is an ever-changing document that shows where the LCDP participant is going and how they will get there.

The LCDP IDP is tailored to address the two to three specific leadership development objectives that the participant has decided to target during the 18-month program. The participant should identify these objectives by analyzing the results of their Benchmark results. The participant should also consider the OPM leadership competencies at: <http://www.opm.gov/ses/recruitment/ecq.asp>.

These learning objectives should be listed in the IDP along with a description of why the participant is selecting them to develop during their LCDP experience. Reasons should be specific and should be based on (for example):

- Leadership development gaps that the participant has identified;
- Known areas of leadership strengths the participant wants to expand upon;
- Other specific reasons.

The IDP must include the leadership development activities the participant plans to complete during the 18-month program. Participants should consider a wide range of cross-organizational developmental activities. On the IDP, participants should explain how each activity they identify will help him/her to meet one or more of their targeted leadership development objectives.

Leadership development activities may include, but are not limited to:

- Formal classroom leadership training (such as FEI training, courses at the EMDC/WMDC or USDA Graduate School)
- Leadership learning events (such as serving as a facilitator or planner for an SES Summit or Line/Staff Office conference/event)
- Developmental assignments within and/or outside of NOAA (a minimum of 2-3 assignments, each lasting 3-4 months is recommended). Additional shorter assignments are encouraged.
- Shadowing NOAA senior leaders.
- Other forms of learning about leadership: books, online courses, audio, video, etc.
- Leadership projects (Initiated/accomplished individually or with other LCDP participants).
- Other leadership development activities – be creative!

The IDP must include the following information for each developmental activity:

- Start and end date
- Cost for each activity (include all travel, per diem, and other expenses)
- Funding source

DELIVERABLE: IDP Deadlines	Initial Version Due: Friday, December 16, 2016 Final Version Due: Friday, June 8, 2018
<p>Participants are required to develop their LCDP IDP within two months following completion of the Orientation week. For LCDP Class 10 participants, the IDP must be developed, signed and dated by the participant, the home office supervisor and the LCDP Line/Staff Office Executive Sponsor by Friday, December 16, 2016. The participant’s mentor must be identified on the IDP. A copy (with all signatures) must be provided to the LCDP Director and the appropriate LCDP Line/Staff Office Coordinator.</p> <p>At the conclusion of the program, an updated, final IDP (with all signatures) must be provided by Friday, June 8, 2018 to the LCDP Director, with a copy to the appropriate LCDP Line/Staff Office Coordinator.</p>	

OTHER DEVELOPMENTAL ACTIVITIES

Additional leadership development activities are based on the participant’s needs and are documented in each participant’s IDP. Activities may include specific NOAA-wide or Line/Staff Office projects, shadowing higher-level NOAA leaders, readings on leadership development, volunteering to facilitate at an SES Summit, and other training as appropriate.

ADDITIONAL PROGRAMMATIC REQUIREMENTS

Participants are required to respond to additional programmatic requirements set forth by the LCDP Director, their Executive Sponsor, their LCDP Line/Staff Office Coordinator, or FEI staff.