

GRADUATE SCHOOL

2013 DARLENE H. YOUNG LEADERSHIP ACADEMY PROGRAM LEADERSHIP DEVELOPMENT PLAN

The Leadership Development Plan is meant to serve as the “blueprint” for each participant in the Darlene H. Young Leadership Academy (DYLA) Program. The True Colors Personality Assessment feedback provides the basis for self-assessment of needs and strengths in the leadership functions and effectiveness characteristics identified for successful leaders.

Name/telephone number: NAME	Series/grade: GS-11
Position title: Contract Specialist	Occupational field: Contracting
Career goal—short term: Satisfy all core competencies for higher Acquisition Certification—FAC-C III.	Career goal—long term: Look for career opportunities and be selected for GS-13 within next two years
<p>The Leadership Development Plan contained herein is approved. Approval signifies agreement to implementation. Assignments postponed for any reason must be rescheduled for completion before termination of the DYLA Program in July 2011. Failure to complete all activities will mean the participant will not receive a certificate indicating Program completion.</p> <p>Any modifications to this leadership development plan must be approved by the undersigned (or successors).</p>	
Employee (signature)	Date 6 Jan 2013
Supervisor or other Organizational Leader (work supervisor or equivalent—such as executive leader in business, nonprofit organization, etc.) (signature)	Date
Coach (signature)	Date

Name _____

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<p>DEVELOPMENTAL OBJECTIVE What specific competency and behaviors do I want to develop? To what level? By what date?</p>	<p>To improve and develop my oral communications skills in making clear and convincing oral presentations to individuals and groups within my agency and department, as well as those I interact with outside of my career. I seek to accomplish this by end of the fourth quarter of this fiscal year as measured by self-observation/analysis and peer feedback.</p>			
<p>DEVELOPMENT ACTIVITY</p>	<p>RESOURCES/ OBSTACLES</p>	<p>DATE SCHEDULED</p>	<p>DATE COMPLETED</p>	<p>RESULTS</p>
<p>Shadow the Deputy Administrator to observe his/her presentation style as he/she interacts with employees, staff and other officials.</p>	<p>Scheduling</p>	<p>Feb 4, 2013</p>	<p>Feb 28, 2013</p>	
<p>Read: <i>I Can See You Naked</i> and use its teachings to improve my presentation skills.</p>	<p>Library</p>	<p>February 1, 2013</p>	<p>February 20, 2013</p>	
<p>Join Toastmasters International in order to improve my presentation skills.</p>	<p>Toastmasters Organization meets at agency/Scheduling</p>	<p>March 3, 2013</p>	<p>March 3, 2013</p>	
<p>Deliver presentation on Labor Relations Issues at quarterly division meeting to help me become more comfortable and effective in front of an audience.</p>	<p>Agency/Scheduling</p>	<p>Feb 2013</p>	<p>March 25, 2013</p>	
<p>Use participation in learning teams to practice effective oral communications and presentation skill; the team will not succeed without effective communication from all members.</p>	<p>Scheduling</p>	<p>March 2013</p>	<p>June 22, 2013</p>	
<p>Give a presentation on Standards of Conduct to New Employees to help me become more comfortable and effective in front of an audience.</p>	<p>Scheduling</p>	<p>April 2013</p>	<p>May 6, 2013</p>	
<p>Attend "Speechwriters Bootcamp" training in order to develop skills essential for reflective presentations.</p>	<p>Funding</p>	<p>January 2013</p>	<p>April 18, 2013</p>	
<p>Interview Chief Administrator regarding the role effective communication has played in his/her career and how she has developed her presentation skills.</p>	<p>Scheduling</p>	<p>April 2013</p>	<p>April 20, 2013</p>	
<p>Seek a 30-Day Developmental Assignment that will allow me to deliver presentations to approved audiences within the scope of my assignment and solicit feedback from host supervisor concerning my presentation skills.</p>	<p>Scheduling</p>	<p>February 2013</p>	<p>April 22, 2013</p>	