



**AAFEA, Inc.**  
AFRICAN AMERICAN FEDERAL EXECUTIVE ASSOCIATION

# FEDERAL EXECUTIVE WEBCAST SERIES

**U.S. DEPARTMENT OF DEFENSE**

Office Of Diversity Management and Equal Opportunity (ODMEO) and  
African American Federal Executive Association, Inc.



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### OVERVIEW

A policy organization within the Department of Defense's (DoD) Office of the Under Secretary of Defense for Personnel and Readiness, the Office of Diversity Management and Equal Opportunity (ODMEO) develops policies and plans, issue guidance, conduct analyses, define strategic direction, and provide oversight and evaluation for DoD-wide equal opportunity, equal employment opportunity, and diversity programs and plans impacting military and civilian personnel. An identified enabling strategy and key goal in the ODMEO strategic plan is the development of a comprehensive analytic capability to ensure that diversity is uniformly included in the design and development of DoD workplace programs and initiatives.

All Federal agencies are required to demonstrate progress and a commitment toward diversity and equality of opportunity at all grades and in all positions. The **Federal Executive Webcast Series** was developed as a foundational action that addresses data trends revealing that women and minorities in DoD significantly lag behind the general population of senior leaders. DoD leadership training is intended to enable the development of a cadre of world-class senior civilian leaders with the enterprise-wide perspective and the critical skills needed to lead organizations. It is open to all applicants.

ODMEO partnered with the African American Federal Executive Association to advance a strategy for enhancing leadership skills and networking opportunities at the organizational level and recognized that this technological approach could serve as a foundation and model practice for a more efficient Federal Government. For over fourteen years, AAFEA has supported this national effort by developing minority GS-14/15 candidates for the Senior Executive Service (SES). AAFEA provides an established organizational infrastructure for outreach to potential SES candidates as well as a strong network of existing SES members. The ODMEO Federal Executive Webcast Series and the mission of AAFEA are closely aligned.

The Career Ladder  
Isn't In The Office



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# HOW TO PARTICIPATE

## Federal Executive Webcast Series

The objective of the Webcast series is to provide a highly adaptive, effective continuous learning model that focuses on the preparation and leadership development of underrepresented groups for the SES Corps pipeline, outside of traditional and limited candidate development programs. Each session is designed to engage, inspire and motivate selected participants to leverage technology resources, while gaining valuable insight on SES information and foundational topics.

### ***Criteria for Participation:***

- Department of Defense Civilian Employee at the Grades levels GS-14 and 15
- Transitioning Active Duty or Reserve Military Personnel (within a year out window of exiting military service) at the rank of O-5/6 and E-8/9
- Career Aspirations for advancement to GS-15 or Senior Executive Service Corps
- 100% commitment to attend the 8 required webcasts sessions and all other requirements
- Reading and examining related resources assigned
- Willingness to serve as a mentor for subordinate grade personnel and ambassador for marketing DoD as a potential employer
- Completing all on-line evaluations, surveys and follow-up writing assignments

### ***Application Process:***

- Complete on-line application
- Provide a letter of recommendation from current or former supervisor
- Prepare a cover letter no more than one page in length to include a statement of interest
- All information to be submitted electronically at [www.aafea.org](http://www.aafea.org)
- Due date for applications: **FEBRUARY 8, 2017 5:00 PM**
- Participant selections will be announced: FEBRUARY 24, 2017

Note: All webcasts are proposed to occur live at 1:00 pm EST on scheduled dates.

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### FEDERAL EXECUTIVE WEBCAST SERIES DATES

ALL WEBCASTS ARE SCHEDULED FOR 1:00 PM

WEBCAST TOPIC	DATE
The Essence of Leadership	March 9, 2017
Driving High Performing Organizations	March 23, 2017
SES 101	April 13, 2017
Critical Thinking for Leaders	April 27, 2017
Unconscious Bias for Leaders	May 11, 2017
Developing a Leadership Champion Mindset	May 25, 2017
Political Savvy: Dos And Don'ts for Leadership	June 8, 2017
Get that Job: Interview Preparations	June 14, 2017

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### CURRICULUM

TOPIC	DESCRIPTION
<b>The Essence of SES Leadership</b>	This curriculum provides methods, strategies and advice for a successful career experience within the federal Senior Executive Service Corps. The workshop will provide participants with an understanding of the power of influence, identifying organizational culture and how to provoke positive change and innovation.
<b>Driving High Performance Organizations</b>	This workshop describes how leaders can drive performance and behavior to intentionally create a culture of high performance through organizational and personnel capabilities. High performing organizations translate business strategies into a powerful people strategy, and attract and retain highly capable individuals.
<b>SES 101</b>	SES 101 will enable participants to understand the scope, requirements and challenges of the SES Corps. This includes understanding and preparing for the SES selection process, required competencies and agency expectations of candidates and information for obtaining a Senior Executive level position.
<b>Critical Thinking for Leaders</b>	The goal of this workshop is to determine ways for leaders to sharpen their critical thinking skills by questioning assumptions or looking at problems from multiple perspectives. Adopting different points of view and seeing potential in creative solutions can increase a leader's ability to work with others and enhance emotional intelligence skills.
<b>Unconscious Bias for Leaders</b>	Unconscious biases are prejudices that individuals form outside of their awareness. This workshop is designed to help participants understand the triggers of unconscious bias in the workplace and its impact on leadership. Leadership strategies for uncovering and minimizing these biases will be discussed.
<b>Developing a Leadership Champion Mindset</b>	A leadership champion mindset allows participants to develop a clear personal vision and clear self-awareness that can assist in the development of others. Networking, mentoring and sponsors create trust among people and aids the ability to engage in self-reflection as one moves forward.
<b>Political Savvy: Dos and Don'ts for Leadership</b>	A politically savvy person is defined as one who "understands and utilizes the dynamics of power, organization, and decision making to achieve objectives." This workshop is intended to help participants manage the complexity of identifying key decision-makers and determining what influences them; understanding their own agenda and the agenda of others; and, building strategic alliances to influence outcomes. Leadership also requires an understanding unwritten rules.
<b>Get That SES Job: Interview Preparation</b>	This workshop covers the essential elements of successful preparation for an interview, including developing an "Interview IQ". Participants will learn interview preparation strategies, potential interview questions, interview tips and follow up approaches. Participants will have the opportunity to view a mock SES interview session.

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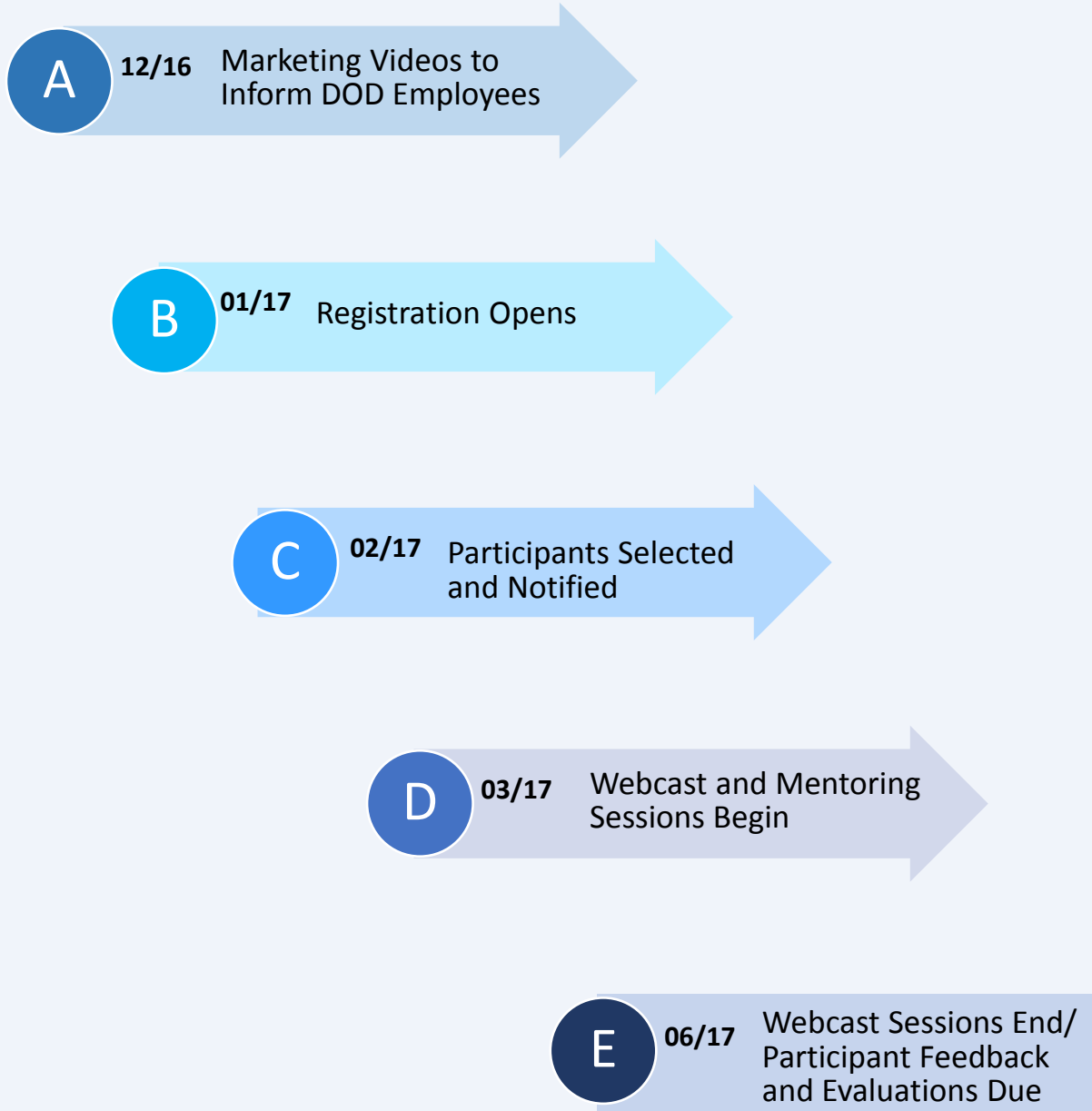
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### PROJECT TIMELINE



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