



# Civilian Employees: Professional Development Opportunities in the Coast Guard

Civilian employees serve a vital role in supporting the Coast Guard mission. They provide the skills that are not readily available in the military, but crucial to mission support.

## PROFESSIONAL DEVELOPMENT\*\*

### Leadership Development Programs (Length: 3-12 months)

- Aspiring Leader (GS 5-7)
- New Leader (GS 7-11)
- Executive Leadership Program (GS 11-13)
- Executive Potential Program (GS 13-15)
- DHS Fellows Program (GS 13-15)
- Excellence in Government and e-Government Fellows Programs (GS-13 and above)

### Professional Development Courses (Length: 3-14 days)

- Career Enrichment Seminar (GS 3-10)
- Leadership and Management School (GS 7-11)
- Civilian Employee Orientation (resident course) (GS-9 and above)
- Supervisory Leadership Seminar (GS 9-12)
- Leadership Potential Seminar (GS 9-12)
- Seminar for New Managers (GS 12-14)
- Senior Leadership Principles and Skills (GS 12-14)
- Management Development Seminar (GS 12-15)
- Capitol Hill Workshop (GS 13-15)

### Professional Development Courses (cont'd) (Length: 3-14 days)

- White House Workshop (GS 13-15)
- Power of Vision (GS 13-15)
- Executive Development Seminar (GS 14-15, SES)
- Strategic Leadership (GS 14-15, SES)
- Executive Leadership in a Changing Environment (Brookings Institution) (GS-15, SES)
- Federal Executive Institute: Leadership for a Democratic Society (GS-15, SES)
- Treasury Executive Institute (GS-15, SES)
- Executive Change Leadership (newly appointed SES)

### Graduate Degree Programs (Length: 1 year)

- Naval War College (GS 11-15)
- Naval War College – Nonresident Programs (GS-11 and above)
- Industrial College of the Armed Forces (GS 14-15)

*For more information, visit [www.uscg.mil/leadership](http://www.uscg.mil/leadership)  
or send us an e-mail at [CG133TrainingCourses@uscg.mil](mailto:CG133TrainingCourses@uscg.mil).*

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## PROFESSIONAL DEVELOPMENT (cont'd)

### New Employee Orientation

The **Civilian Orientation Online Course** is targeted for new employees at all grade levels but may be used by all for a reference or refresher. New employees are required to complete the training within the first 30 days of employment. The course takes approximately 5 hours to complete. It covers the Coast Guard's customs, courtesies, ranks/rates, missions, assets, units, organizational structure, history, personnel system, and more. Available at <https://learning.uscg.mil>

### E-Learning

- **Free e-learning courses from SkillSoft.** The catalog includes leadership, management, personal development, communication, and many other topics. Available at <https://uscg.skillport.com> (once logged in, click on "Catalog," then "Business Skills Curricula").
- **Mentoring Online Course** (all grade levels). A self-paced, interactive course that covers a mentoring overview, mentoring skills, and tips for mentees. (Takes up to 3 hours to complete.)

*"Lifelong learning is about challenging yourself through exposure to differing perspectives, new experiences, and education. As a leader, I cannot overstate the value of reading in terms of lifelong learning, personal growth, and intellectual development." – ADM Thad Allen*

**\*\* Note: Managed by CG-133 and funded with AFC-56 funds.**

## SELF-HELP TOOLS

### Individual Development Plan (IDP)

The IDP is a personally tailored action plan that the supervisor and individual use to identify short and long-term personal and career goals. It outlines the training and developmental experiences to achieve those goals.

### Mentoring Program

This program includes mentoring guidance, an online training course, and an e-mentoring system that allows mentees to find a suitable mentor from a dynamic database.

### Career Central Web Site

This site is a central point for Coast Guard career and professional development information.

### The Leadership News

Keep current on leadership issues in the Coast Guard with this quarterly newsletter. Sign up for an e-mail subscription.

### Coast Guard Reading List

An annual list of recommended books to promote lifelong learning, personal growth, and intellectual development.

### Tuition Assistance

The Coast Guard will pay up to \$250 per semester hour for college courses (undergraduate and graduate). For procedures, see [www.uscg.mil/hq/cgi](http://www.uscg.mil/hq/cgi)

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