

Frequently Asked Questions for Enterprise Leader Development Program (ELDP)

Why do we have a new leadership development framework for ELDP?

[DOD Instruction 1430.16, *Growing Civilian Leaders*](#), published November 19, 2009, incorporated and institutionalized the [DOD Civilian Leader Development Framework](#) and [Continuum](#) to provide a blueprint for all of DOD for the deliberate development of DOD civilian leaders. These revisions provide a competency-based leader development program within DLA. Additional details are provided in the ELDP brochure.

How do I participate in the different ELDP levels?

The new ELDP format incorporates five levels –

- Level 1 for non-supervisors
- Level 2 for those who lead teams and projects
- Level 3 for new supervisors who are in their probationary period
- Level 4 for managers and supervisors who have completed their new supervisory probationary period
- Level 5 is for senior leaders

How do I find out when a course offering is scheduled?

Your Human Resources Forward Presence should be able to provide you with dates of classroom courses. (Please refer to the roster of Forward Presence personnel by geographic location).

How do I enroll in classes?

Contact your Human Resources Forward Presence individual or training officer (inquire with your leadership's administrative support staff to identify your organization's training officer) to schedule you for classroom offerings.

Who/where do I send my completed records to receive credit in the Learning Management System?

All completed forms should be provided to the Human Resources Forward Presence (who assist you with course times, dates, locations, and ensure your completed courses are officially recorded).

Can I “test out” of some of the courses?

There may be occasions when a DLA staff member believes he/she has undergone leadership training which is the same as that offered in a DLA course. On a case-by-case basis, an employee may undergo an equivalency review to determine if a training equivalency exists. The DLA employee must provide documentation which includes, but is not limited to, the course outline, learning outcomes, method of instruction, course length, class time, and proof of course completion to a DLA ELDP

Program Manager. The course completion date must be within 3 years to be considered eligible for a review. This information will be reviewed to determine whether the courseware is or is not equivalent to a DLA course. The decision made by the ELDP Program Manager will be a binding determination.

Is there a qualifying grade for the different levels?

The levels within the ELDP framework are “role” based, and not based upon grade levels. Your level within the leader continuum will be dependent upon your role at work – lead self, lead teams/projects, new supervisor, or experienced supervisor/manager.

Is there a listing of recommended courses within SkillSoft?

Yes, there is a listing of recommended courses. These may be found on the *SkillSoft Courses in LMS* on the ELDP homepage.

Why should I do this? How will this help me in my career?

Any actions an employee pursues can be used to enhance resumes and/or job applications. An employee who shows initiative in the area of leadership development should stand out for job openings within DLA, as well as outside DLA. As leadership is an on-going process, the more an individual works at this, the more knowledge and understanding is acquired, and more practice can lead to better outcomes with work groups, with colleagues, etc.

If I am in Level 1 – how do I begin?

- This level is for all non-supervisory personnel. Within Level 1 are various options for pursuing leadership development.
- Two formal instructor-led courses will be offered – “Is Supervision for You?” and “Everyone is a Leader”. Contact your Forward Presence personnel to learn of class offerings.
- Additionally, employees are encouraged to pursue self-development. Individuals are asked to select 3 competencies from among the 31 identified by DOD, and over a two-year period, complete actions to further develop these competencies.
 - A form is available to record actions completed, and when finished, employees will submit this form to their prescribed Forward Presence so that their completions will be captured in the Learning Management System. The form used to record self-development actions may be found on the Level 1 web page.
 - Then, employees may choose to select another 3 competencies to pursue.
 - Options available include classroom training, on-line courses, stretch assignments/details, rotational assignments, special project assignments, and participation on groups outside of the workplace – such as PTA associations, homeowner associations, non-profit associations, etc.

If I am in Level 2 – what do I do?

- This level is devoted to those personnel who are non-supervisory, but may work on or lead teams and/or projects. A new course will be offered in 2012, titled “Leading Teams and Projects”.
 - For those identified as a team lead, this course will be required.
 - For those who lead teams and projects, but do not have “team lead” as a formal part of their title, course attendance is optional, but highly encouraged.
- Additionally, employees may continue to work on developing individual leadership competencies, using the same process as identified in Level 1. Employees are encouraged to pursue self-development. Individuals are asked to select 3 competencies from among the 31 identified by DOD, and over a two-year period, complete actions to further develop these competencies.
 - A form is available to record actions completed, and when finished, employees will submit this form to their prescribed Forward Presence so that their completions will be captured in the Learning Management System. The form used to record self-development actions may be found on the Level 2 web page.
- Actions taken can be used to enhance resumes and job applications.

If I am a new supervisor – what do I do?

- This level is devoted to new supervisors of civilian personnel.
- A personnel action will change a non-supervisor to a supervisor via DCPDS coding. Automatically, the DLA Program Manager will be notified of this change in status.
- For anyone that moves from a non-supervisory position into a civilian supervisory position – this level is mandatory within DLA.
 - A DLA Instruction 7515, *Probationary Period for New Supervisors/Managers*, establishes policy for this program.
 - This two-year program incorporates a variety of core curriculum and elective options, and requires a 360-Degree Multi-Source Feedback assessment at the end of the first and second year of supervision.
 - Participants must take the 4-day Leadership Education and Development class and the 5-day Applied Human Resource Management class (both found in the *Curriculum by Levels* link on the ELDP homepage) within their first 12 months of being appointed to a supervisory role.

If I am a new manager – what do I do?

- This level is devoted to experienced supervisors (who are past their probationary period) and managers (supervisors of supervisors, or programs that cover the entire DLA organization).
- A new classroom offering – “Transition to Manager” will be available for delivery in the third second quarter of FY 2012.
- Per DLA policy, all leaders must complete 20 hours of leadership development annually.
 - A form, titled “Record of Annual Leadership Development Activities” should be used to record developmental actions. The form used to record the 20 hours of leader development actions may be found as a button on levels 1-4s webpage.

- Numerous activities can be used to satisfy this requirement – including being a mentor, receiving mentoring, receiving professional coaching, giving presentation, completing a rotational or experiential assignments, being on a special project team, holding a leadership position in a private group (Toastmasters, PTA, Homeowner’s Association), or publishing an article.
- Completed records should be forwarded to the Forward Presence representative for recording in the LMS.
- Additionally, these types of actions may be included in an individual development plan.

If I am in Level 4, but not a manager, what do I do?

- This level is devoted to experienced supervisors (who are past their probationary period).
- A new classroom offering – “Transition to Manager” will be available for delivery in the third second quarter of FY 2012 and is available to experienced supervisors.
- Per DLA policy, all leaders must complete 20 hours of leadership development annually.
 - A form, titled “Record of Annual Leadership Development Activities” should be used to record developmental actions. The form used to record the 20 hours of leader development actions may be found as a button on each level’s web page.
 - Numerous activities can be used to satisfy this requirement – including being a mentor, receiving mentoring, receiving professional coaching, giving presentation, completing a rotational or experiential assignments, being on a special project team, holding a leadership position in a private group (Toastmasters, PTA, Homeowner’s Association), or publishing an article.
 - Completed records should be forwarded to the Forward Presence representative for recording in the LMS.
 - Additionally, these types of actions may be included in an individual development plan.

Is there a listing of books that will support my leadership development activities?

There are numerous books identified in the mapping of our SkillSoft resources to the leadership competencies. This includes a listing of books that are incorporated into our Books 24x7 reference materials. These can be found at the button called *SkillSoft Books, 24 X 7* on this homepage.

Are the career guides linked to leadership development?

The career guides address different areas associated with career development. A four-sided pyramid depicts the focus areas for employees – one side is devoted to education and training, one side discusses functional competencies, one side discusses ideal job roles, and one side is devoted to leadership development. The [DLA Career Guide](#) incorporate the DLA ELDP leadership development process.