



PITTSBURGH FEDERAL EXECUTIVE BOARD

1303 Moorhead Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222
412-395-6220
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August 24, 2012

MEMORANDUM TO ALL FEDERAL AGENCIES

SUBJECT: Training Opportunity, “Theories of Leadership/Developing the Leader Within You.”
October 9, 2012 – May 14, 2013

FROM: George Buck, Executive Director

Most men and women go through their lives using no more than a fraction, usually a rather small fraction, of the potentialities within them. The reservoir of unused human talent and energy is vast, and among the untapped capabilities are leadership gifts. Fortunately, the development of leaders is possible on a scale far beyond anything we have ever attempted. The traits that are the raw materials of leadership can be acquired.

Course Description:

This course is designed to acquaint trainees with multiple theories and practices associated with effective leadership. In answering the question, “What is leadership?” it examines such theories as situational, participative, transformational, and servant leadership. Consideration is given to issues of follower-ship and the many roles we play in life. The class also addresses those leadership and administrative skills and practices usually associated with effective professional management.

Course Goals:

The goals of this course are for the trainee to:

- Gain insights and diverse perspectives on leadership through the ages and throughout the world
- Be able to define leadership within the context of self, organization, and community
- Gain insights into historical and modern-day views of leadership
- Gain insights about relationships which exist between leaders and followers
- Gain insights about leadership within the context of today’s changing environment
- Gain insights about the practice of moral and ethical leadership
- Be provided the opportunity to discuss and practice critical leadership skills needed by those who function as professional managers and administrators

Text:

Each trainee will be provided with two books, and there will be required reading assignments each month. The texts are:

Wren, J. Thomas, Editor (1995). *The Leader's Companion*, New York: The Free Press

Maxwell, John C. (2001). *Developing the Leader Within You Workbook*. Nashville: Nelson Impact

Trainees will also be asked to scan and read newspaper, magazine, and internet articles each month that relate to any aspect of personal, organizational, or community leadership and submit them for possible discussion at the beginning of each class.

Course Information:

Time: 9:00 AM-12:30 PM, October 9, 2012- May 14, 2012

Location: Room 1310 Moorhead Federal Building
1000 Liberty Avenue,
Pittsburgh, PA 15222

Instructor:

Mr. George P. Buck
Executive Director,
Pittsburgh Federal Executive Board

Adjunct Professor,
University of Pittsburgh

MS Organizational Leadership

**There will also be guest presenters from Federal agencies, local government, and the private sector.*

Target Audience:

Federal employees who are either preparing for or are being considered for management or leadership positions or currently occupy a management or leadership position. **Generally**, grade levels should be between GS-9 to GS-13, but this is not mandatory. **Any Federal employee who wants to become a better leader will benefit from this class.**

Cost:

\$100 (to cover cost of books and materials)

Registration:

The class size is being limited to 30 participants. Please complete the attached registration form and return to the FEB office.

Course Schedule

<u>First Class:</u>	October 9, 2012	Defining Leadership Ourselves
	November 13, 2012	A Crisis of Leadership What is Leadership?
	December 10, 2012	Historical Views of Leadership Modern Views of Leadership
	January 8, 2013	The Leader The Followers
	February 12, 2013	Leaders and Followers Together The Leadership Environment
	March 12, 2013	Leading Individuals Leading Groups
	April 9, 2013	The Skills of a Leader Leadership in Practice
<u>Final Class:</u>	May 14, 2013	Practicing Moral Leadership

TRAINING OPPORTUNITY
“Theories of Leadership/Developing the Leader Within You”
Moorhead Federal Building
1000 Liberty Avenue, Room 1310, 13th Floor Conference Room
Pittsburgh, PA 15222
October 9, 2012 – May 14, 2013
9:00 a.m. to 12:30 p.m.

REGISTRATION FORM

Agency _____

Address _____

Contact Person/Phone # _____

ATTENDEES:

Payment is \$100.00 per person. Payment may be made by credit card (visa or master), training form, purchase order, or check or money order made payable to the **Pittsburgh Federal Executive Board**.

Credit Card Number: _____ EXP _____

Name/FAX NO: _____

DEADLINE DATE FOR RESERVATIONS IS September 26, 2012. Reservations should be forwarded to the following address:

Federal Executive Board
1303 Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222
Phone: 412-395-6220
Fax: 412-395-6221

Tamara.Ivosevic@opm.gov

Cancellation/Refund Policy: The Federal Executive Board is not a funded agency; therefore, it is necessary that activities which require funds be self-supporting. Refunds and cancellations are permitted until September 26, 2012. After that date, refunds will not be made. Individuals or agencies which have made reservations and do not show will be billed. All reservations must be honored. Substitutions are encouraged and recommended.