



a division of the Resume Place, Inc.

PROPOSAL FOR TRAINING Leadership Training Programs

By

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PROPOSAL OF COST:

\$12 to \$15K for Two Day Program

Two Trainers who are both Senior Executive Service ECQ Consultants

Travel Costs: for Two Trainers

Minimum: 10 course attendees

Hotel, Airfare, per diem total costs: \$2,000

The New SES Application – is included in the total fee above for each class attendee.

COMPUTER TRAINING: Attendees would bring a laptop with their resume, top ten accomplishments (pre-workshop homework) and other documents. Workshop is dedicated to writing, inspiring and consulting on ECQs.

SES Executive Core Qualifications Writing Workshop Course Overview

SUMMARY:

A two-day, 7-hour workshop. Expert and knowledgeable SES trainers lead, facilitate and train managers and senior leaders in brainstorming, writing, sharing, listening and developing outstanding executives' examples for the 5 ECQs.

Two SES Application Formats: The ECQ Training will support both the Traditional, 8,000 character length ECQs, as well as the short ECQs to be included in the 5-page SES Federal Resume which is required by several agencies – VA, DHS.

This workshop will help these future Army Acquisition executives write outstanding and more competitive SES application packages. By the workshop's conclusion, participants will be more confident about writing their Executive Core Qualifications (ECQ) and resumes. Participants will identify and practice writing about their Executive Core Competencies and Leadership Competencies, using the OPM's recommended model: Context, Challenge, Action and Results.

The New SES Application – course text - will facilitate their writing four new resume and ECQ sections in class. Participants will learn a new way of thinking and writing about senior management positions in government and their employee's role in current or future government leadership. The workshop also presents opportunities for establishing contacts. Instructional methods include in-class exercises focusing on accomplishments; interviewing, brainstorming, writing and sharing ECQ examples; analysis of announcements for target language; and incorporation of the Leadership Competencies.

SES Behavior Based Interview Practice - New to the curriculum because of the executive leadership demand: The workshop also features at least 3 hours of Behavior Based Interview Training based on the SES ECQs. Instructor, Tim Cannon will lead the practice and role-playing exercises to prepare for the all-important SES interview.

Participants Will Learn How To:

- Learn the difference between the two formats required by most federal agencies today: Traditional SES Applications (10-page ECQs); and the 5-page SES Federal Resume.
- Grasp how SES hiring process is managed by agencies and OPM.
- Identify their ECQs and the corresponding 27 Leadership Competencies.
- Use the Office of Personnel Management's preferred Context-Challenge-Action-Results-CCAR-model to write about their Executive Core Qualifications.
- Compose extraordinary Executive Federal Resumes.
- Think up the organizational ladder.
- Demonstrate in writing their decision-making, leadership, organization direction abilities.
- Create impressive work experience descriptions.
- Learn about and practice for the SES Behavior-Based Interview

SYLLABUS:

- **The New Executive Core Qualifications**
 - Leading Change
 - Leading People
 - Results Driven
 - Business Acumen
 - Building Coalitions/Communications
 - The 27 Sub-competencies
- **Writing About the SES Executive Core Factors**

- Applying basics of effective writing-descriptions and narratives of experience.
- Thinking up the organizational ladder.
- Practice Writing.
 - Effective application of what you know
 - How have you made a difference to other people, other organizations, and policies?
 - Show accountability and continuous improvement.

SES Behavior Based Interviews

- Role-Play one ECQ Interview
- Practice the Behavior-Based Interview Style

Text/Handouts:

The New SES Application will be provided by the vendor.

VENDOR INFORMATION:

Federal Career Training Institute

Training division of:

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