

**Presidential Management Fellows (PMF) Program
Leadership Development Program (LDP)
Participant Agreement**

PRIVACY ACT STATEMENT:

Authority: The PMF Program is under the auspice of the Pathways Programs (5 CFR 362). The PMF Program regulations identify a variety of training and developmental requirements for each PMF to successfully complete during their 2-year fellowship, leading to noncompetitive conversion at the end of their fellowship (§362.405(d)). In particular, each PMF must complete: (1) an Individual Development Plan (IDP) that outlines their training and development plan, including relevant competencies, during their fellowship (§362.405(a)); and (2) the agency must provide each Fellow a minimum of 80 hours of formal interactive training **per year** that addresses the competencies outlined in their IDP, for a minimum total of 160 hours that should be recorded on their IDP (§362.405(b)(2)).

Purpose: The PMF Program Office sponsors a PMF Leadership Development Program (LDP) that spans over the Fellow's 2-year fellowship that is designed to support the Fellow's leadership journey. The PMF LDP curriculum is divided into two parts: Year 1: Leading Self and Leading Others, and Year 2: Leading Change. Full participation counts towards meeting the Fellow's training and developmental requirements. The LDP has an estimated value of \$15,000. There is *no additional tuition costs* to agencies as the tuition for the LDP is included in the one-time placement fee agencies pay the PMF Program Office in covering the program expenses. This optional Agreement is used to set forth the expectations between the Fellow and their Supervisor for the Fellow's full participation in the LDP. Additional information about the PMF LDP can be found on under the "Current PMFs/Training and Development/Leadership Development Program" section on the PMF Program website at www.pmf.gov. The webpage also includes program highlights, eligibility, how to register, and an anticipated timeline. This Agreement can also be found under the "Resources" sections for "Current PMFs" and "Agencies" on the PMF website.

Routine Uses: This Agreement ensures all parties are familiar with the expectations outlined below and recognize the level of commitment needed to receive the full value and experiences of the training; see below for the expectations for all parties. Completion of the LDP does not guarantee the Fellow will meet *all* program and agency requirements, promotion, and/or conversion. All parties should check with their agency on any other policies and procedures. The agreement should be in place prior to a Fellow's participation in the LDP.

Disclosure: Use of this agreement and furnishing this information is *required* by the PMF Program Office. Parties must consider the LDP's curriculum and any impact for if and when a Fellow is unable to fully participate as a result of a rotation, extended leave, change in operating status, workload, etc. During the LDP, participating Fellows are assigned a Coach, assigned to a team of other participating Fellows, complete a leadership assessment, and work on a challenge project. Any delay or alteration to a Fellow's participation will impact their experience and number of hours obtained; which may impact other participating Fellows. The Fellow should add all LDP components, and the number of training hours obtained to their IDP; see below for the curriculum and potential number of training and developmental hours. Fellows will receive a certificate of completion at the conclusion. Fellows should review their IDP with their Supervisor to ensure their schedules do not conflict with LDP events. NOTE: The curriculum, timeline, and number of hours are subject to change.

INSTRUCTIONS: The Fellow and their Supervisor should review this agreement, sign below, and retain the original. Fellows will be provided separate instructions on when and how to upload a signed copy to the PMF TMS (Talent Management System). It is optional to also consult and include the Agency PMF Coordinator and/or the Fellow's Mentor. Check with the Agency PMF Coordinator for any other policies and procedures that should be followed.

Fellow's Name (first and last):		Fellow's Class Year (yyyy):	
Fellow's Agency/Sub-Agency/Organization:			
Supervisor's Name (first and last):		Supervisor's Work Email Address:	

EXPECTATIONS: The PMF LDP curriculum is outlined below. The Fellow agrees to complete the requirements of Years 1 and 2, noting the time commitment involved, and accounting for the impact of any extended leave, rotation(s), change in operating status, workload, etc. The Fellow should inform the PMF Program Office of any changes in status/contact information during their participation in the PMF LDP. It is the responsibility of the Fellow to monitor any communications throughout their participation (e.g., when on a rotation).

Year 1: Leading Self and Leading Others

Prework:	On-Site and/or Virtual:	Postwork:	Competencies:	Hours:
<p>Fellows are required to participate in a one-hour informational webinar prior to the On-Site; Supervisors and Coordinators are also invited.</p> <p>Fellows are responsible for completing the Leadership Potential Assessment (LPA) approximately one month prior.</p>	<p>3-Day On-Site: 1-day is conducted at the White House Complex with Administration Notable Leaders and a network reception, and 2 days at Mt. Vernon with senior faculty and a review of the Leadership Potential Assessment (LPA). Supervisors are invited to attend the full day at the White House Complex and Agency PMF Coordinators are invited to the networking reception. All attendees are notified of the delivery method (onsite or virtual) the session will be conducted.</p>	<p>Fellows are assigned to sub-cohort Coaching groups to meet for a total of 9 Competency Development Coaching sessions. Each session lasts up to 90 minutes per session and counts towards the training and developmental hours Fellows obtain.</p>	<p>The following competencies are covered during Year 1:</p> <ul style="list-style-type: none"> ▪ Conflict Management ▪ Continual Learning ▪ Creativity/ Innovation ▪ Developing Others ▪ Flexibility ▪ Influencing/Negotiating ▪ Public Service Motivation ▪ Resilience 	37*

Year 2: Leading Change

Prework:	On-Site and/or Virtual:	Postwork:	Competencies:	Hours:
<p>Fellows are required to attend and participate in a one-hour informational webinar and a meeting with Goal Leads to finalize Challenge Project selection, prior to the On-Site; Supervisors and Agency PMF Coordinators are also invited.</p> <p>Year 2 includes a Challenge Project for each Fellow to participate as a team. Fellows will receive details during their Year 2 On-Site.</p>	<p>Fellows are exposed to a curriculum that focuses on driving key outcomes that support the President’s Management Agenda (PMA): (1) develop leadership competencies by obtaining knowledge in methods and application; (2) work in teams with Goal Leaders across Federal Government that will focus on a real-life challenges; (3) teach methods to focus on real issues within Federal Government; and, (4) enable Fellows to partake in action learning and results-oriented change initiatives.</p> <p>The curriculum includes the following methodologies: (a) Human Centered Design, (b) Lean Six Sigma and, and (c) Change Management.</p>	<p>Challenge Project: Fellows will have up to 10 weeks (24 hours) to work within a Cohort Group with their PMF colleagues and Goal Leads to complete the designated Challenge Project, using methodologies learned during the On-Site.</p> <p>Challenge Project Presentations: Fellows are required to present their Challenge Project findings at OPM in front of a panel of Senior Leaders and/or Goal Leads. Leadership will provide feedback on projects and presentation delivery.</p>	<p>The following competencies are covered during Year 2:</p> <ul style="list-style-type: none"> ▪ Decisiveness ▪ Flexibility ▪ Partnering ▪ Political Savvy ▪ Problem Solving ▪ Team Building 	64
Total Potential Hours:				101**

* Those Fellows who serve as Coaching Session Team Leads during Year 1 may receive an additional 10 training hours.

** The full potential training and developmental hours a Fellow may obtain is 119 (including if a Fellow serves as a Coaching Session Team Lead during Year 1 and participates in Networking Events, as explained below); the total number of potential hours would fulfill approximately 75% of the total number of required training and developmental hours each Fellow must completed during their fellowship.

Additional Bonus Hours: The PMF Program hosts optional quarterly Networking Events (approximately 4 times per year). The Networking Events are conducted at various locations with the participation of agencies government-wide. Fellows can earn up to 1-2 training and developmental hours per event (for approximately 8 additional bonus hours) and should record on their IDP.

Eligibility to Participate: (1) The PMF has onboarded and started their fellowship, (2) the Agency PMF Coordinator has accurately entered the Fellow’s appointment information in the PMF TMS (Fellows can verify by viewing their appointment information on the Apply Site of the PMF TMS), and (3) the agency has submitted reimbursement for the one-time placement fee to the PMF Program Office for the Fellow’s initial appointment (Agency PMF Coordinators can view the financial status of their PMFs in the PMF TMS).

SIGNATURES: Electronic signatures are preferred. All parties are to sign to acknowledge expectations and retain the original. Fellows are to upload a signed copy in the PMF TMS. Please check with your Agency PMF Coordinator for any other additional requirements.

PMF’s Signature:	Date (mm/dd/yyyy):

Supervisor’s Signature:	Date (mm/dd/yyyy):