



FEDERAL EXECUTIVE BOARD
EXECUTIVE DEVELOPMENT PROGRAM

Executive Development and
Rotational Assignment Application

Workforce Development and Support Manager

1. **Participant's Information (Detailee)**

Name:

Permanent Position Title:

Position Grade:

Organization Work

Location (Address):

City, State, Zip:

Work Phone:

Mobile Phone:

Email:

2. **Assignment Location: Atlanta Federal Executive Board (Atlanta, GA)**

AGENCY: Atlanta Federal Executive Board

ADDRESS: 75 Spring Street SW, Ste #1142, Atlanta, GA 30303

HOST SUPERVISOR: Melanie Burroughs, Atlanta FEB

TELEPHONE: (404) 331-4400 Office

EMAIL: atlantafeb@gsa.gov

3. **Assignment Period: 360 days (or no less than 180 days)**

POSITION: *Workforce Development and Support Manager*

START DATE: To Be Determined

END DATE: To Be Determined

VACATION PERIOD: All pre-approved leave is granted (and leave as requested).

TRAVEL: No Travel Requirements
(Participant's Agency responsible for all travel costs).

**SHADOWING
ASSINGMENT:** Up to 2 weeks total throughout the detail period.

4. Overview of Host Organization: - Include the organization's primary mission and tasks.

Since their inception by Presidential Directive in 1961, Federal Executive Boards (FEBs) have served as models for partnership-based government. The Boards serve as a vital link to intergovernmental coordination by identifying common ground and building cooperative relationships. FEBs also have a long history of establishing and maintaining valuable communication links to prepare for, and respond to, local and national emergencies. While promoting issues related to administration initiatives, FEBs provide targeted training programs, employee development, shared resources, and local community outreach and participation. The FEB's role as a conduit of information and a meeting point for a variety of agencies – each with a different mission – is critical to provide a more effective government.

The FEB's Mission: To increase the effectiveness of Federal Government by strengthening coordination of Government activities.

5. Assignment Objectives:

Objective 1: Host Workforce Development and Support Training Sessions

- Assist in communications/logistics of Workforce Development Best Practice Forums based on local need or as outlined in the FEB Operating Plan, including; *Employee Recognition Initiatives, Performance Management Practices, Leadership Development Models, Succession Planning Strategies, Successful Employee Recruitment Strategies, Equal Employment Opportunity/Diversity, Veterans Recruitment*
 - Assist in communication/logistics of Education/Training Programs. Including: *Leadership Development, Management Training, Skill Development, Pre-Retirement Planning, Financial Planning, Workforce Planning, Leadership Government Program, Peak Performance Program for Aspiring Leaders*

Objective 2: Support Local Workforce Recruitment Initiatives

- Respond to FEB member agency needs for recruitment and retention assistance. Examples include: Coordinate with local agencies and/or academic institutions to sponsor/support Job Fairs, Federal Career Days, Agency Visitations and/or Job Shadowing Experiences; Distribute job vacancy announcements to FEB member agencies; Link individual FEB website to USAJOBS, USA.GOV and local agency services.

Objective 3: Promote and Manage Alternative Dispute Resolution Programs (if applicable)

- Monitor Alternative Dispute Resolution (ADR)/Shared Neutral Program and complete an assessment to determine relative value of ADR services to member agencies annually.

6. Overview of Participant/Detail Program Assignment and Duties:

The participant will be asked to provide leadership on several distinct projects during the assignment tenure. They are:

- To work with the Executive Director in the Atlanta Federal Executive Board's Line of Business – *Human Capital Readiness, Workforce Development and Training*.
- Provide assistance to the FEB as a liaison to the Human Capital Readiness / Workforce Development Council of interagency HR professionals.
- Assist in communication/logistics of Workforce Development Best Practice Forums based on local needs or as outlined in the FEB Operating Plan this includes: Employee Recognition Initiatives, Performance Management Practices, Leadership Development Models, Succession Planning Strategies, Successful Employee Recruitment Strategies, Equal Employment Opportunity/Diversity, and Veterans Recruitment.
- Maintain and assist in the delivery of the FEB Leadership Government Program
- Manage the Atlanta Federal Executive Board's training Calendar. The participant will link HR policies and programs to the organization's mission & service outcomes.
- To assist in the development and delivery of the Peak Performance Program for Aspiring Leaders
- Maintain and assist in the delivery of the President's Management Council Interagency Rotation Program
- Work to promote and strengthen the Alternative Dispute Resolution Shared Neutrals Program
- Promote MELD Program for Interagency Mentoring
- Maintain and have oversight of the Federal Employee of The Year Awards Recognition Program

- Promote Lean Six Sigma Process Improvement Green Belt Certification Program
- Promote Meta-Leadership Training from the Harvard Kennedy School
- Maintain Partnership with Atlanta Public Schools CTAE-STEM Program
- Develop solid student volunteer program with area colleges and universities

7. How will the assignment expose the participant to leadership experiences and other activities that would further address the competency areas as identified by the detail program/experience?

This assignment is designed to increase the participant's exposure to the Atlanta Federal community and to allow the use of creativity and innovation in the delivery of the FEB Line of Business Workforce Development and Human Capital Readiness as outlined in the Federal Executive Board's Strategic Plan.

Through working with the current FEB training programs, the participant will learn how to effectively deliver training programs while communicating with Federal agencies in Region IV.

Through working with area Federal HR Directors, the participant will have opportunities to problem solve, engage in research, and identify and develop training competencies targeted to GS level employees and others. The participant will have opportunities to make presentations before groups of Federal employees, agency executives, and community leaders and stakeholders.

The participant will interact with customers and stakeholders in a way that demonstrates customer concern and awareness while building confidence and trust among Region IV Federal agencies.

The participant will learn to apply organizational development principles by adapting HR services to the FEB's organizational culture.

The participants will learn to design and implement HR services that incorporate business system applications. That participant uses HR principles that coordinate business processes to improve its efficiency and effectiveness.

8. How will the assignment bring value back to the participating agency or organization?

The assignments are designed to advance the participants analytical, strategic and creative thinking skills. The participant will have an increased knowledge of

staff & line roles within Federal agencies, an increased knowledge of HR strategies, and sought after competency development techniques that will be applicable to participating agency’s Human Resources and workforce development strategies.

The participant will clearly understand how to develop and cultivate employee/agency relationships. The participant will have a demonstrated understanding of agency core values, and the importance of promoting diversity.

The participant will have had exposure to balancing both agency & employees’ training needs and resources. During the assignment, the participant will have had exposure to and would have acquired some basic knowledge of human resources laws & policies.

9. Flexibility Clause: If evaluation of the participant's progress dictates a change, the assignment objectives may be modified. If the assignment plan does not provide facilities and the opportunity to achieve the participant's objectives, the developmental assignment may be terminated at any time with mutual consent.

Approval Signatures:

Participant/Detail: **Date**

Permanent Supervisor: **Date**

Developmental Assignment Supervisor: **Date**
Executive Director, Atlanta FEB