Preparing to Lead

APPLICATION DEADLINE: JANUARY 5, 2024 AT 5 P.M. EST

Preparing to Lead is a professional development program for federal employees interested in pursuing leadership opportunities within their agencies. Structured around the four core competencies of the Public Service Leadership Model, participants in the program will develop skills and strategies for improved self-awareness and increased ability to lead change, achieve results and engage others.

Our government needs innovative solutions and guidance from strong, capable leaders. Through the Preparing to Lead program, participants will develop the skills needed to meet those needs and lead their teams to effectively achieve their missions. Whether joining us from homeland security or human resources, participants end the program with a clear direction in their personal leadership journey.

WINTER 2024 PROGRAM DATES

VIRTUAL PROGRAM ORIENTATION
January 24, 2024 at 1–3 p.m. EST

KICKOFF: DEVELOPING EMOTIONAL INTELLIGENCE
January 31–February 1, 2024 at 1–5 p.m. EST

COMMUNICATING WITH CLARITY
February 14, 2024 at 2–5 p.m. EST

COLLABORATING EFFECTIVELY
March 6, 2024 at 2–5 p.m. EST

BUILDING ADAPTABILITY
March 27, 2024 at 2–5 p.m. EST

IMPROVING CUSTOMER EXPERIENCE
April 17, 2024 at 2–5 p.m. EST

NAVIGATING STRUCTURES
May 1, 2024 at 2–5 p.m. EST

PURSUING INNOVATIVE SOLUTIONS
May 15, 2024 at 2–5 p.m. EST

SYNTHESIS AND REFLECTION
June 5, 2024 at 2–5 p.m. EST

FOR MORE INFORMATION, VISIT: OURPUBLICSERVICE.ORG/PTL
WHO SHOULD APPLY
The Preparing to Lead program is designed for emerging leaders, first-time project leads, aspiring supervisors, team or work group members and those who are developing skills outside of a technical expertise (typically GS-7 to GS-11).

HOW TO APPLY
Applications must include your personal information, professional experience and objectives, and an up-to-date resume. You do not need to complete the application in one session. You can save it and return to it later.

COST
Tuition is $3,500 and includes:
- All program facilitation
- Course materials (e.g. articles and recordings)
- Online collaboration tools
- Access to the Partnership’s resources, expertise and networks

LOCATION
The Preparing to Lead program will kick off over two days (1–5 p.m. ET) and will be followed by semimonthly sessions (2-5 p.m. ET). All virtual sessions of the Preparing to Lead program will take place over the Zoom for Government platform. Please speak with your office IT team to ensure you will be granted access to Zoom while enrolled in the program.

TIME COMMITMENT
The program requires a commitment of 78 hours across 20 weeks and includes live virtual sessions, program coursework and a team project. Participants are expected to actively participate in our live sessions and to complete their coursework and team projects outside of our designated session hours. Prior to applying to the program, please review the program schedule and confirm your availability for all sessions. Exceptions for attendance are made for family and work-related emergencies.

Once accepted into the program, each participant will be assigned to a cohort led by a program facilitator and program coordinator.

To prepare participants for the program and review all technology requirements, the Preparing to Lead team will host a virtual orientation session on January 24 from 1–3 p.m. ET.