



# Training Opportunity

<b>Course Title</b>	Leadership Education and Development (LEAD)
<b>Dates</b>	31 Jan – 4 Feb 2005
<b>Times</b>	Monday – 0730-1630; Tuesday-Friday – 0800-1630
<b>Location</b>	Ft Stewart, GA
<b>Tuition</b>	No cost
<b>Vendor</b>	DHR, Civilian Workforce Training & Leader Development
<b>Course Manager</b>	Beverly Fordham Installation Training & Development Specialist DHR, Civilian Workforce Training & Leader Development Ft Stewart, GA 31314-5056 (912) 767-2309 or DSN 870; Fax 767-1939 e-mail: <a href="mailto:Beverly.Fordham@stewart.army.mil">Beverly.Fordham@stewart.army.mil</a>

### Who Should Attend:

Attendance is mandatory for all first-time, first-line supervisors of DA civilian employees appointed within the past 12 months. Next priority is for individuals who have been in supervisory positions for more than 12 months. Third priority goes to team leaders (GS or WG), as well as those other employees with leadership potential as recommended by their immediate supervisors.

### Course Description:

The Leadership Education and Development (LEAD) Course is Phase II of mandatory supervisory training. It must be completed within 6 months of appointment to first supervisory position. LEAD teaches supervisors how to assess their own effectiveness; assess employee and team effectiveness; motivate and influence employees; communicate effectively; conduct counseling; resolve conflicts; develop strategies to create fully functioning teams; make effective decisions; and explain the effect of values on individual and team effectiveness.

The Supervisor Development Course (SDC) is Phase I and a prerequisite for the LEAD course.

NOTE: Supervisor Development Course (SDC) must be completed prior to attending LEAD.

Course Description for SDC on-line training may be accessed via

<http://www.cpol.army.mil/library/train/catalog/ch01sdc.html>

To directly access the two subcourses --

SDC, subcourse I, [http://www.cpol.army.mil/library/train/courses/st5001/st5001\\_top.htm](http://www.cpol.army.mil/library/train/courses/st5001/st5001_top.htm)

SDC, subcourse II, [http://www.cpol.army.mil/library/train/courses/st5002/st5002\\_top.htm](http://www.cpol.army.mil/library/train/courses/st5002/st5002_top.htm)

### Registration Information:

Submit a DD Form 1556 and your certificate of completion for the Supervisor Development Course to Course Manager.

### Additional Information:

This LEAD class is sponsored by the command for Ft Stewart area new supervisors, and, thus, Ft Stewart community participants will receive priority placement. However, the expectation is that there will be additional class spaces available for participants from the region; organizations of nominees traveling to attend this training will be responsible for travel and per diem costs.