



Cleveland Federal Executive Board Cleveland Federal Community Leadership Institute

Focus: Leadership Training Opportunity

Opening Date: July 13, 2016

Closing Date: August 26, 2016

Agency Cost: \$750.00

What is it? *The Cleveland Federal Community Leadership Institute (CFCLI)* is an intergovernmental, community-based leadership development program for Federal employees. Now in its 21th year, the CFCLI has provided leadership training to Federal agency employees in response to the growing demand for effective leaders who can address emerging challenges facing federal agencies. CFCLI participants are offered opportunities to learn models of successful leadership from top management and key decision-makers in Cleveland area government, public, private, and academic sectors. The nine (9) month training program is in session from October 2016-June 2017.

Cleveland Federal Community Leadership Institute (CFCLI) Program Goals

The CFCLI aims to transform federal managers and high potential employees into *leaders* who set the example, seek responsibility, practice accountability for their actions, make sound and timely decisions, communicate effectively, plan for success, create positive and supportive environments in which their team members can be successful, and to establish and maintain a positive image of Federal workers in the local community. The goals are achieved by focusing on Leadership Competencies that address

- Personal and Professional Development
- Team Leadership
- Networking and Collaboration

Who May Apply? The CFCLI seeks a broad cross-section of employees in grades GS-9 through GS-13 or an equivalent grade/rank, who have leadership potential, and who will commit to advancing interagency collaboration for Federal initiatives in local communities.

Participants Responsibilities

Time Commitment- The program will involve 12 hours per month of employee’s time away from their office and no more than 10% of in-office time. This allows for attendance at the full day class sessions that meet from 8:00 a.m. to 4:30 p.m. on the third Tuesday of each month, unless otherwise noted. The 12-hour /month class time commitment also covers four (4) required Group Project Meetings and two assignments, the Agency Leadership Interviews.

Attendance- Program participants are expected to attend all scheduled sessions, including Orientation, full class days and designated Group Project Meeting times. Applicants should reserve the following dates from October-June to ensure full participation in the CFCLI Program.

Dates for the 2016-2017 Cleveland Federal Community Leadership Institute

October 18, 2016	9:00 a.m. - 12 noon	Orientation
November 15, 2016	8:00a.m- 4:30 p.m.	Class
December 6, 2016*	2:00 p.m. - 4:00 p.m.	Group Project Meeting
December 20, 2016	8:00a.m. - 4:30 p.m.	Class
January 17, 2017	8:00a.m. - 4:30 p.m.	Class
February 7, 2017	2:00 p.m. - 4:00 p.m.	Group Project Meeting
February 21, 2017	8:00a.m. - 4:30 p.m.	Class
March 21, 2017	8:00a.m. - 4:30 p.m.	Class
April 4, 2017*	2:00 p.m. - 4:00 p.m.	Group Project Meeting
April 18, 2017	8:00a.m. - 4:30 p.m.	Class
May 16, 2017	8:00a.m. - 4:30 p.m.	Class
June 6, 2017 *	12:00 p.m. - 4:00 p.m.	Group Project Meeting
June 20, 2017	8:00 a.m. - 4:30 p.m.	Class
June 27, 2017	10:00 a.m. - 12:00 p.m.	Group Project Presentation
	12:00 p.m. - 2:00 p.m.	Graduation Luncheon & Ceremony

***Note:** The group project is an integral component of the CFCLI. Four special sessions have been scheduled to facilitate the planning and implementation of the exercise. Group project meeting times are from 2 p.m. to 4 p.m. Locations will be provided upon acceptance into CFCLI

CFCLI Expenses:

1. Lunch will be at each participant's expense unless otherwise announced. In some instances, participants will be asked to contribute to a moderate catering cost of \$7 to \$8 when an assembled gathering is needed for lunch. A meal will be ordered for you and payment expected unless you have informed Mr. Thomas Claflin of other arrangements. Any special dietary needs should be identified to Mr. Thomas Claflin.
2. Parking and mileage reimbursement are subject to the policy of each participant's home agency.
3. Required material, articles and books are funded by the tuition.

Program Design: Class Sessions format include

- Independent Study and Reading Assignments
- Active Learner Engagement and Participation with Exercises
- A Group Project focusing on Community Networking and Service
- Group Project Teams
- Lectures/seminars dispersed throughout the class sessions
- Team Interview of Federal Agency Head
- Independent Interview of a Non Profit Agency Head
- Completion of a Leadership Development Plan
- Learning groups for discussions of session presentations

How to Apply: Complete the attached Application and Applicant/ Employer Agreement. **Please forward the original and one copy by Friday, August 26, 2016 to:**

*Cleveland Federal Executive Board
Anthony J. Celebrezze Federal Building
1240 East Ninth Street, Room 355
Cleveland, Ohio 44199-2002*

Reasonable Accommodations: Submit any reasonable accommodation requests to the Michael Goin, Cleveland Federal Executive Board, along with the complete application package or by calling 216-433-6633.

Selection Process Federal Agency Heads nominate participants. Selected candidates will be notified no later than September 30, 2016.

Questions? *Ms. Nola Bland, CFCLI Co-Director*
NASA Glenn Research Center at (216) 433-9343
nola.l.bland@nasa.gov

Mr. Thomas Claflin, CFCLI Co-Director
Louis Stokes Cleveland VA at (216) 791-2300, ext. 2162
thomas.claflin@va.gov

Application

Directions: Please complete the entire application. Forward it to your immediate supervisor and agency head for endorsement and signature. Submit the original and one copy along with an agency check for tuition in the amount of \$750 per applicant to: Cleveland Federal Executive Board, Anthony J. Celebrezze Federal Building, 1240 East Ninth Street, Room 355, Cleveland, OH 44199-2002, by Friday, August 26, 2016.

General Information

1. _____
Last Name First MI
2. _____
Preferred First Name Position/Series/Grade/Rank
3. _____
Home Address City/State/Zip
4. _____
Agency Name/Address City/State/Zip
5. _____
(H) or (Cell) Telephone (W) Telephone (W) Fax
6. _____
Email Address

QUESTIONNAIRE ADDITIONAL SHEETS MAY BE ADDED IF NEEDED

1. Please describe your present job responsibilities.

2. List any civic, professional, religious, and/or other organizations in which you are currently involved. Note any leadership positions, i.e. office, committee. Note special awards or citations.

3. Given the opportunity for Federal agencies to impact the Greater Cleveland community, what issue(s) would you address? What approach would you take?

4. Why do you want to be selected for the Cleveland Federal Community Leadership Institute (CFCLI)? What do you hope to gain by your participation?

5. Please identify your leadership strengths and development needs.

6. What do you consider the top three leadership skills that you want to gain or further or develop?

7. How will your agency benefit from your participation in this program?

8. What type of social media do you prefer?

- Facebook
- LinkedIn
- Other _____

9. We anticipate using part of this information in the CFCLI Alumni Directory. Please indicate your concurrence to do so by initialing here: _____

10. I give the Federal Executive Board of Cleveland and/or any of its members or representatives or agents the right and permission to copyright and/or publish, pictures of me in the promotion and advertisement of the CFCLI program (Photo Release Authorization):
Please indicate your concurrence to do so by initialing here: _____

Applicant/Employer Agreement

Applicant/Supervisor/Agency Head Commitment

The Cleveland Federal Community Leadership Institute (CFCLI) is a 9-month commitment that begins with a **mandatory orientation** in October. **If the participant is unable to attend the mandatory orientation, he or she will not be permitted to participate in the CFCLI Program.** The Leadership Institute meets the third Tuesday of each month (unless otherwise noted) from October through June. Classes begin at 8 a.m. and end at 4:30 p.m. Participants **must** attend all classes, cooperate in a group project, and complete all assignments. Time commitment requires 12 hours per month for group projects and assignments.

Applicant Commitment

I have read and understand the requirements for participating in the CFCLI and agree to abide by such requirements.

Print Name and Agency

Signature of Applicant

Date

Immediate Supervisor Commitment/Endorsement

I have read and understand the requirements for successful participation in the CFCLI.
I endorse the full participation of the above-named employee.

Print Name and Work Email

Work Phone Number

Signature of Supervisor

Date

Agency Head Endorsement

I have read and understand the requirements for successful completion in the CFCLI.
I endorse the full participation of the above-named employee.

Print Name

Signature of Agency Head

Date