

FOLD Participant Orientation Packet



Welcome to
FOLD!

**Federal Outreach and
Leadership Development**

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Welcome to the **Federal Outreach and Leadership Development** program of the
Federal Executive Board of Minnesota

FOLD

Mission Statement

The Federal Outreach and Leadership Development Program exists to identify and assist in the development of future Federal Executive Leaders.

Program Objective

The objective of this program is to identify and assist in the development of future Federal Executive Leaders necessitated by the retirements of the “Baby Boomer” generation. This program was designed for people of the journeyman level who desire to increase their rank within the Federal Government. FOLD was specifically designed to inform these new leaders about the unique problems faced by the Federal Government in the state of Minnesota. Through this program, participants will be introduced to a wide array of current federal and military leaders from several agencies and will have the chance to participate in on-site visits. FOLD hopes to expose participants to the wide variety of people working within or with the Federal Government with the goal of increasing the knowledge of several aspects within the Federal Government. Participation in FOLD will also allow the participants a chance to improve their writing, speaking, and decision making skills, among a wide variety of other leadership techniques.

Schedule Overview

Your participation in the FOLD program consists of an orientation day, several days focusing on advancing skills in areas such as public speaking and decision making, and several site visit days. There will also be a day to present, as a group, on a book you will need to read on your own time. Most sessions will be scheduled on the second Tuesday of each month from 8:00 AM to 4:00 PM. Graduation will complete the FOLD experience; coinciding with the Civil Servant of the Year Luncheon on Friday, May 4, 2012.

Please review the tentative annual schedule for the program. Program dates are set through December. Prior to each meeting, you will receive the formal agenda which may reflect subtle changes; however the meeting dates, locations and dress requirements will not change.

FOLD 2011-2012 Meeting Schedule Overview

Date	July 12, 2011 – Orientation Day
Location	Boy Scouts BaseCamp 201 Bloomington Road, Fort Snelling, MN 55111
Time	8:00 AM – 4:00 PM
Civilian Dress	Business Casual, Jeans (involves some physical activity)
Military Dress	Military Fatigues
Schedule	<ul style="list-style-type: none"> • Welcome and introduction to FOLD program <ul style="list-style-type: none"> -Overview of the Federal Executive Board -Overview of the Federal Outreach Leadership Development Program • Introductions • Journal: <ul style="list-style-type: none"> -What are you looking for in this program? -What are your goals for this program? -What are your strengths/weaknesses as a leader? -What characteristics make a great leader? Poor leader? -How will you contribute to this cohort? -Group Discussion: What characteristics make a great leader? <ul style="list-style-type: none"> -Who are some great past/present leaders? -How can leadership be dangerous? • Group Exercise and icebreaker • Military Protocol discussion • Introduce the reading list – participant selection • Discussion on The Public Service Report • Discussion on “What It Takes to Change Government” • Team Building/Wrap-up

Date	August 11, 2011 – Myers-Briggs Personality Inventory
Location	Butler Square West 100 North 6 th Street 510C, Minneapolis, MN 55403
Time	8:00 AM – 4:00 PM
Civilian Dress	Business Professional
Military Dress	Military Dress Uniform
Schedule	<p>7:45 AM Meet at Fort Snelling Lightrail station</p> <p>8:30 AM Myers-Briggs analysis begins directed by Pam Lyons, Collaborative Resolution and Team Development Branch, USDA APHIS</p> <ul style="list-style-type: none"> • Lunch • Myers-Briggs analysis continues • Site Visit/Literature Review planning

Date	September 13, 2011 – Leadership Focus
Location	Bloomington Fire Station #1 10 West 95 th Street, Bloomington, MN 55420
Time	8:00 AM – 4:00 PM
Civilian Dress	Business Professional
Military Dress	Military Dress Uniform
Schedule	<ul style="list-style-type: none"> • Leadership Panel of Federal Agency Heads • Lunch with Agency Heads and FEB Policy Board Members • Emotional Intelligence – Vincent Crawford • Site Visit/Literature Review planning

Date	October 11, 2011 – Communication Focus
Location	Bloomington Fire Station #1 10 West 95 th Street, Bloomington, MN 55420
Time	8:00 AM – 4:00 PM
Civilian Dress	Business Professional
Military Dress	Military Dress Uniform
Schedule	<ul style="list-style-type: none"> • Public Speaking, Toastmasters Speaker • Professional Writing development • 4-Lenses Communication Style Inventory

Date	November 8, 2011 – Management Focus
Location	Bloomington Fire Station #1 10 West 95 th Street, Bloomington, MN 55420
Time	8:00 AM – 4:00 PM
Civilian Dress	Business Professional
Military Dress	Military Dress Uniform
Schedule	<ul style="list-style-type: none"> • The Multigenerational Workplace, Ray Morris • EFFORT and the Role of Leadership, Mark Issac • Adverse Actions, Hiring, PIP and Mediation, Vince Crawford

Date	December 13, 2011 – Literature and Personal Review
Location	Bloomington Fire Station #1 10 West 95 th Street, Bloomington, MN 55420
Time	8:00 AM – 4:00 PM
Civilian Dress	Business Professional
Military Dress	Military Dress Uniform
Schedule	<ul style="list-style-type: none"> • Literature Review Presentations (1-1.5 hours each) • 360 Degree Assessment Review • Reception if time permits

January 2012	State and Local Government Site Visit (possibly state capitol)
February 2012	Health Care Site Visit
March 2012	Transportation Site Visit
April 2012	Law Enforcement Site Visit
May 2012	Military Site Visit

May 4, 2012 Graduation - Civil Servant of the Year Luncheon
Crown Plaza St. Paul Riverfront

*All dates listed above are final. Dates and times for the group-planned days (January-April 2012) will be announced as far in advance as possible.

Orientation Day

Your FOLD experience will begin with Orientation Day on July 12, 2011. The session will begin promptly at 8:00 am at the Boy Scouts BaseCamp conference room (South-East corner of building).

During orientation you will get to know the participants in your cohort and participate in team-building activities. You will also receive all the necessary information about your responsibilities as a participant in the FOLD program, and you will be able to have any questions answered.

In this program, you will complete personality and workplace assessments that include: InsightMirror 360 degree Indicator, Myers-Briggs Type Indicator, and the 4-Lenses assessment. There will be group discussion for each of these instruments.

Leadership Day

The FOLD cohort will be involved in an interactive panel discussion with current leaders of their respective fields in Federal agencies. As an emerging leader, you can gain much insight from the knowledge and experiences of current leaders. The topic of Emotional Intelligence will be introduced to the cohort and retired Senior Executive Vincent Crawford will offer tools for developing this quality through leadership roles.

Professional Development and Communication Day

The cohort will hear from professionals in analytical thinking, decision making and communication skills. You will be challenged to improve your current skills through activities and discussion led by the professionals, as this is an important aspect of being a leader. Foci will be on Public Speaking, Writing Skills, and Political Savvy.

The 4-Lenses Temperament Discovery training will prepare the cohort for management as it assesses individuals on their Emotional Intelligence and ability to “look with understanding into the heart of another”. The 4-lenses assessment prepares emerging leaders to communicate well and eventually have the skills to manage well regardless of your own temperament.

Professional Development and Management Day

The cohort will receive Time Management training directed at emerging leaders and an in-depth guide through hiring, performance management and mediation. These tools will be invaluable to individuals preparing for management positions.

The cohort will receive detailed training on participating in the legislative process by offering input to congressional and senate offices and collaborating with legislative offices when you arrive at management positions.

Special Event Days

In the event that the FEB hosts a special guest speaker, training, etc. you will be extended an invitation as a FOLD participant. However, since this would not be part of the formal program, you are NOT required to participate.

Journals

You will also be required to keep a journal to write about thoughts, feelings, opinions, changes in views about the program, your personal outlook on leadership, etc. Journals should be completed after each class meeting or site visit.

Absences

If you need to miss an event due to an emergency, illness, etc. you are expected to notify FEB staff (either Ray Morris or Alyssa Poucher) as soon as possible. If you miss a day, it is your responsibility to get the reading materials from another participant. If absences become an issue, you may be terminated from the program after a consultation with you and your Agency.

Site Visit Days

In addition to reading your books as a small group, each group will also be responsible for organizing one of the four site visit days in the spring. The topics are: Military, Law Enforcement, State and Local Government, and Health Care. The FEB will provide the groups with some point of contacts and some potential site ideas, but the goal is for FOLD participants to do much of the planning themselves. Visits should include a tour which will educate the FOLD cohort on the agency's responsibilities and activities and a presentation from an agency department head or leader addressing personal leadership experience and/or career development. The FEB will organize some aspects of each day in order to facilitate a smoother transition.

Program Feedback

Throughout the program, you will be extended many opportunities to offer feedback on the program through surveys and speaker feedback forms. Your evaluations will serve to improve the program both for your own cohort as well as for future participants. Please take the time to participate in surveys following each session.

Literature Reflection

FOLD participants will be divided into smaller work groups, each of which will read one of the books below. You will be expected to read the book on your own time, and as a group you will prepare a presentation about the book's relation to leadership, ideology, practicality and anything else the group deems to be pertinent information and present it at the December meeting. If scheduling allows, you may be permitted minimal time to meet with your respective groups regarding your Literature Reflection during monthly sessions; however you are expected to spend the majority of time for this project in your own personal time. After each group presentation in December, the cohort as a whole will be discussing all the books.

1) A Government Ill-Executed: The Decline of the Federal Service and How to Reverse It by Paul C. Light

Synopsis: The federal government is having increasing difficulty faithfully executing the laws, which is what Alexander Hamilton called "the true test" of a good government. This book diagnoses the symptoms, explains their general causes, and proposes ways to improve the effectiveness of the federal government. Employing Hamilton's seven measures of an energetic federal service, Paul Light shows how the government is wanting in each measure.

After assessing the federal report card, Light offers a comprehensive agenda for reform, including new laws limiting the number of political appointees, reducing the layers of government management, reducing the size of government as its baby-boom employees retire, revitalizing the federal career, and reducing the heavy outsourcing of federal work. Although there are many ways to fix each of the seven problems with government, only a comprehensive agenda will bring the kind of reform needed to reverse the overall erosion of the capacity to faithfully execute all the laws.

2) The World is Flat by Thomas Friedman

Synopsis: What Friedman means by "flat" is "connected": the lowering of trade and political barriers and the exponential technical advances of the digital revolution that have made it possible to do business, or almost anything else, instantaneously with billions of other people across the planet. This pivotal book discusses the impact of the personal computer, internet and software development on our now inescapably globalized society. Friedman is the foreign affairs columnist and former chief White House correspondent for New York Times.

3) Downsizing the Federal Government by Chris Edwards

Synopsis: Chris Edwards is a budget expert at the Cato Institute who addresses the budget crisis and impending financial crisis. The author takes a hard look at the government's budget and how to cut programs and balance the budget in face of a massive change in our society, the retirement of the baby boomers. This book takes a hard line against the big government spending and big government in general. Then Edwards explains how wasteful spending, special interest and general mismanagement have exacerbated the problem.

4) Managing the China Challenge by Kenneth G. Lieberthal

Synopsis: Ken Lieberthal's depth and breadth of understanding of the complexities of operating in China are unsurpassed. He was one of the first movers in China since Deng Xiaoping's Open Door Policy was announced in 1978 and he continues to be at the cutting edge. In this book he shares with us how to be successful in this evolving global market, where China has taken the central role.-- Virginia Kamsky, chairman and CEO, Kamsky Associates, Inc.

Whether your company is already invested in China or seeking to enter the market for the first time, Kenneth Lieberthal's book is a must-read. There is no better resource than Dr. Lieberthal to help businesses navigate the complicated world of government, a fluid regulatory environment, and ever-changing market demands in the world's fastest growing economy.--Thomas J. Donohue, president and CEO, U.S. Chamber of Commerce

5) Fake Work: Why People Are Working Harder Than Ever but Accomplishing Less, and How to Fix the Problem by Brent D. Peterson and Gaylan W. Nielson

*Synopsis: Peterson, cofounder of the Work Itself Group, and Nielson, cofounder of the Ascent Group, seek to answer why people spend so much time doing so little real work—what they term a fake work phenomenon that mires employees in redundant tasks that result in low morale, cost overruns and organizational stagnation. While the authors nimbly dissect the problem, they fail to provide a road map for what they say is the most basic ingredient to doing real work, which is *strategy*; they reiterate the importance of an organizational strategy and keeping priorities, but fail to provide any sort of blueprint for floundering organizations to develop that strategy. Instead, the authors cover a number of irrelevant topics—how to be a good listener, how to be a good manager and how to maneuver in corporate culture.*

6) Guns, Germs, and Steel: The Fates of Human Societies by Jared Diamond

*Synopsis: Explaining what William McNeill called [The Rise of the West](#) has become the central problem in the study of global history. In *Guns, Germs, and Steel* Jared Diamond presents the biologist's answer: geography, demography, and ecological happenstance. Diamond evenhandedly reviews human history on every continent since the Ice Age at a rate that emphasizes only the broadest movements of peoples and ideas. Yet his survey is binocular: one eye has the rather distant vision of the evolutionary biologist, while the other eye--and his heart--belongs to the people of New Guinea, where he has done field work for more than 30 years.*