

Dear Cohort Member:

April 3, 2013

Congratulations on your selection to the APG Senior Leadership Cohort 5 program! Over the past 4 years APG has partnered with The Office of Personnel Management, Western Management Development Center to provide the APG Senior Leadership Cohort Program to high potential leaders. We are pleased that you have been selected to join the fifth cohort group. We welcome you to the program and look forward to working collaboratively with you over the next year. Over the next eleven months you will be engaged in continuous learning and reflection on a daily basis. The program includes:

- Eight scheduled cohort sessions in which leadership concepts and knowledge will be shared and explored
- Facilitators and guest speakers, who provoke innovative thinking, bring best practices to share and support continuous learning
- Individual Executive Coaching provided throughout the year
- Individual, team and organizational assessments instruments
- Real-life, results-driven projects that impact the individual and the APG community
- Action learning concepts which will require individuals to step outside their comfort zones to experience and adapt new ways of learning and being
- Executive Champions (APG SES members) who will support individual learning throughout the year

Pre-Session Instructions – 4 Items

1) In preparation for your upcoming Leadership Program, we ask that you complete the DiSC Personal Profile System® Instrument.

- ***You will receive a separate e-mail regarding the DiSC Personal Profile. The e-mail will come from an outside vendor (EPIC) - please do not delete it. If you do not receive the email by April 8, 2012 please contact caroline.echevarria@opm.gov or 303-671-1124.***
- *This is NOT A TEST. One cannot pass or fail. The instrument only gives feedback based on your input, so be honest.*
- *The instrument is not designed to Pigeonhole or Stereotype, but to help gain valuable insights about one's general behavioral style.*
- *Maintain a Single FOCUS [i.e. **Work Environment**] while completing the profile.*
- *This is a "forced choice" instrument. It is natural to feel uncomfortable. Go with your first 'gut' reaction.*
- *It should take about 20 minutes to complete the instrument.*
- *You will receive your personal report during the seminar.*

Please complete this assessment by Wednesday, April 17, 2013.

2) Take a moment to log onto to this website that will act as our vehicle for communication: <http://transformationstrategies.com/twiki/bin/view/Docshelf/WebHome>
Please become familiar with how this site works. Please also download and read these three articles 1) *Teaching Smart People How to Learn*, by Chris Argyris; 2) *The Making of a Corporate Athlete*, by Jim Loehr and Tony Schwartz; 3) *Manage Your Energy Not Your Time*, by Tony Schwartz and Catherine McCarthy.

3) Complete the Free online Profile at Human Performance Institute (www.hpoinstitute.com, **Click assessment tools, click free self-profile**. It is twenty-six questions and should take only 10 minutes to complete. **Please print out your results and bring it with you on April 30, 2013.**

4) Complete the Leadership Reflections sheet – Meet with your supervisor to discuss program goals. Please also bring this to Session one.

Travel/Logistics

On typical cohort sessions, our day begins at 8:00AM and concludes at 4:30PM.
Please Note: On May 29th the day will begin at 7:00AM and end at 8PM. Sessions will be held at The Mission Training Facility, located at 6008 Jayhawk Rd. APG, MD 21001. If you will be traveling, please make your travel arrangements to accommodate on-time arrival and completion of the final session. Dress for the program is business casual. Please be aware that from time to time special guests and photographers may be attending. We will do our best to notify you in advance of any special circumstances that might influence your attire. You will be notified in advance of experiential outdoor activities that may require other apparel.

If you have any questions about cohort please contact the Cohort Director, Claire Meany at 443/838 -1483 or email Claire@transformationstrategies.com

We look forward to meeting and working with each of you.

Cynthia M. Dewey

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