

Leadership Development Program Frequently Asked Questions (FAQs) 2012

1. Why will LDP fellows remain in their current jobs throughout the program?

A benchmarking of leadership development programs showed that the program design, where participants remain in their regular position for the duration of the program, is considered amongst the best practices for leadership development programs. This program schedule allows LDP Fellows to simultaneously maintain the responsibilities of their current positions, enhance their professional skills and knowledge and incorporate principles/information that they are learning before the program ends.

2. What are the Library's Leadership Development Program (LDP) competencies?

Competencies are defined as the knowledge, skills and abilities that enhance a person's successful performance in completing tasks, responsibilities, duties and projects. The Library of Congress has adopted the Office of Personnel Management Executive Core Qualifications (ECQs) as the base competency model for the LDP. The ECQs are representative of leadership competencies that are accepted in both the public and private sectors. Additional competencies were added that are required for specifically leading at the Library of Congress.

The competencies that will serve as the basis for the LDP are described below:

Leading Change involves rapidly, effectively, and appropriately adapting behaviors and work methods to new or changing situations and acting with professionalism and integrity under pressure. It includes the ability to bring about strategic change, to meet organizational goals.

Leading People involves the ability to lead people effectively and with integrity toward developing and implementing an organizational vision that integrates key goals, priorities and values of the Strategic Plan. It involves team commitment, conflict resolution, and valuing diversity and inclusiveness.

Building Coalitions involves the ability to develop networks and to collaborate across boundaries to build strategic relationships that facilitate achievement of goals. It includes the ability to build consensus and gain cooperation from others to obtain information and accomplish goals.

Results Driven involves the ability to meet organizational goals and customer expectations, make decisions, anticipate the needs of both internal and external customers, deliver high-quality products and services and commit to continuous improvement.

Business Acumen involves the ability to manage human, financial and information resources strategically. This includes understanding the Library's financial process, and making use of technology to achieve results

Additional Library Specific Competencies for the LDP Include:

Library of Congress Perspective includes basic knowledge of the Library's operations, (past, current and projected future), and knowledge of the Service Unit roles, goals and how they interrelate to meet the Library's mission.

Project and Program Management involves the ability to apply program/project management principles, techniques, and practices to effectively manage the achievement of program or project goals and objectives, including monitoring and evaluating costs, work and performance.

Congressional Relations includes knowledge of the support and services that the Library of Congress provides for our primary customer (U.S. Congress) general knowledge of the operations of Congress, and the Library's interaction with Congressional members and their staff.

Fundraising involves exhibiting an awareness of the LC fundraising policies and procedures. This includes drafting fundraising proposals and documentation for official consideration and works with appropriate LC offices to understand the basics of fundraising at the Library.

Innovation and Collaboration involves the process of improving, adapting or developing a product, system, or service to deliver better results and create value for people and working together to achieve a common goal; working together to create value.

Building a High Performance Culture includes understanding the Library's performance goals and targets, how they cascade into workforce performance management, performance management processes and practices, performance coaching and feedback, and the ability to create an environment that promotes results and focused mission accomplishments.

Adopting standard leadership competencies allows the program content to be tailored towards providing competency based activities that will help the LDP fellows develop specific leadership skills.

3. Does participation in the LDP guarantee a promotion at the conclusion of the program?

No. The LDP does not guarantee placement into a higher position at the conclusion of the program. However, the program prepares staff for Library leadership roles and gives participants the knowledge and skills to apply competitively for agency and other federal job openings as they occur.

4. Why is there a group interview?

All candidates invited to participate in the group interview will already have been identified as fully qualified to participate in the program. Increasingly, work at the Library of Congress requires working effectively in committees, or on special project teams that include staff from diverse backgrounds who represent different grade levels and areas of expertise. In order for these groups to succeed, participants must possess the ability to communicate and to be highly collaborative.

The Group Interview will identify those finalists who show the most aptitude for high performance in a team environment, which is critical to the Library's achievement of its strategic goals.

5. Why is there a requirement to take an online course before the application deadline? What is OLC?

The course, "*The Voice of Leadership: Inspirational Leadership*" provides a basic foundation for anyone interested in developing leadership skills. The LDP will utilize a number of learning tools and resources including the Online Learning Center (OLC) and LOC SkillPort. LOC SkillPort gives you access to online courses and other learning opportunities offered by the Library of Congress. The course is accessible through the Leadership Development Program page on the Center for Learning and Development website: <http://www.loc.gov/extranet/cld/ldp/index.html>. If you need assistance accessing LOC SkillPort, call 7-6348. Upon completing the course, before exiting LOC SkillPort, print a course completion certificate and retain it for your records.

6. Can a supervisor who was in one of the eligible grade levels (GS 11-13) apply for the LDP?

Yes, a supervisor who meets all of the other eligibility criteria can certainly apply for the program.