

Questions and Answers – Leadership Development 20 Hour Annual Requirement

What are the leadership competencies?	There are 31 competencies identified by DOD. These can be found at DOD Leadership Competencies
How will this requirement be enforced?	Each supervisor will be evaluated on their compliance with this requirement during their annual performance appraisal. The Supervisory/ Managerial Performance Plan (DLA Form 1862) lists the leadership competencies that are important to DLA.
How can I document accomplishment of this requirement?	<p>IDP (Individual Development Plan): The IDP is used to record the plan for meeting the Continuous Learning Requirement and for documenting continuous learning credit. IDPs are tailored to the specific needs of each supervisor based upon his or her needs. It is the responsibility of each supervisor and his or her manager (supervisor of supervisors) to ensure the IDP is created and used.</p> <p>LMS (Learning Management System): All IDPs and learning activity completions will be documented in the LMS. Creditable activities other than actual courses will be identified in the LMS as "Elective Study." When a supervisor completes an Elective Study, the actual activity can be recorded as a learning event in the LMS. An online Record of Annual Leadership Development Activities is available for tracking annual leadership development actions.</p>
How do I determine which skills to work on?	<p>The process of analyzing your competencies and determining on which areas to focus should be a joint activity between you and your manager. Tools to assist this initiative may be found on the ELDP website.</p> <p>Multisource Feedback - Based on the Denison culture model, a process of providing anonymous, questionnaire based feedback to teach DLA supervisor from his or her co workers, employees and boss on leadership behavior.</p> <p>LMS - Learning Management System - an automated learning management tool, designed to manage individual, organizational and Agency training, class registration and assessment.</p>
How will I receive recognition for accomplishing this requirement?	In addition to the performance appraisal rating cited in Question #1 above, a supervisor's efforts in pursuing the Continuous Learning Requirement should also be considered when rating officials are appraising the supervisor.
How do I take into account other training and development requirements, such as DAWIA, CPA, SpED certification, etc?	To the extent the developmental activities relate to the requirements to develop leadership/ managerial competencies, you should count these towards the 20 hours.
Does this apply to new supervisors who are enrolled in the Level 3 – New Supervisors training?	No. While in the New Supervisors Certification Program new supervisors actually complete 146 hours of development activities in a 24 month period and as a result go beyond this 20 hour requirement. Once a new supervisor completes the two year program, however, he/she is expected to accomplish the Continuous Learning Requirement every year thereafter requirement.
Does this apply to managers and Senior Executives?	Yes, managers are defined as supervisors of supervisors and have the same requirements as first line supervisors.
When does this begin?	This requirement is effective immediately and should be incorporated into your next IDP. If you have just recently developed your IDP – consider revising or updating it, as this should be a living document.
When does the timeframe begin?	The time frame begins at the start of the performance appraisal year.