

# Antitrust Division Leadership Development Program



**Antitrust Division**  
***Leadership* Development Program 2014**

**Overview**

The Antitrust Division (ATR) is developing strategic leaders with enhanced team-building skills to achieve mission-critical goals within a dynamic work environment. Investing in a well-trained leadership force, who are equipped with current and proven leadership strategies will position the Division for sustainable achievement of its goals today and in the years ahead.

This newly launched comprehensive *Leadership* Development Program will be based upon achieving the Office of Personnel Management (OPM) Core Foundational Competencies for Federal leaders and enhancing the existing skills of all ATR leaders from the GS-13 level up to the Senior Executive Service (SES) level. The Program will include formal assessments, executive coaching, targeted training and individual Learning Plans. This Program will highlight existing annual training opportunities, required core curriculum, optional courses and identified leadership training through external sources such as the Treasury Executive Institute (TEI). There will also be an opportunity for participants to evaluate and share feedback on courses taken.

Welcome to your new portal of focused, leadership training opportunities! If you have any additional questions, please contact Vicki Ellison, Deputy Executive Officer at [Vicki.Ellison2@usdoj.gov](mailto:Vicki.Ellison2@usdoj.gov) or at 202-514-7305.

## Antitrust Division Leadership Development Program

Leadership Level	Core Competencies	Skill Sets & Outcomes	Courses	Vendor
<b>Senior Executive</b>	Assessment	Determine training objectives and develop an individual learning plan.	Assessment: 360 Degree Review	Select a Mentor from Contracted Firm
	Leading Change/External Awareness/Vision	Creativity and Innovation; External Awareness; Flexibility; Resilience; Strategic Thinking and Visionary	“Clarifying Your Team’s Purpose and Strategy”	Treasury Executive Institute
	Leading People	Conflict Management; Leveraging Diversity; Developing Others; and Team Building	“Leading People to Achieve Results” --- “Leading from the Front: No Excuses Leadership Tactics for Women and Others” --- “The Five Dysfunctions of a Team”	Treasury Executive Institute  Treasury Executive Institute  Treasury Executive Institute
	Results Driven	Accountability; Customer Service; Decisiveness; Entrepreneurship; Problem Solving and Technical Credibility	“Franklin Covey: The 5 Choices to Extraordinary Productivity” --- “Franklin Covey’s Building Process Excellence”	Treasury Executive Institute  Treasury Executive Institute

Leadership Level	Core Competencies	Skill Sets & Outcomes	Courses	Vendor
<b>Senior Executive</b>	Business Acumen	Financial Management; Human Capital Management; and Technology Management	Federal Financial Management Overview --- Federal Human Resources --- Internal ATR IT Class Calendar	Contracted Firm  Contracted Firm  ATR IT Internal Classes
	Building Coalitions	Partnering; Political Savvy; and Influencing/Negotiating	"Franklin Covey's The 7 Habits of Highly Effective People Signature Program"	Treasury Executive Institute
<b>Supervisors and Managers</b>	Assessment	Determine training objectives and develop an individual learning plan.	Assessment: 360 Degree Review or DIST	Select a Mentor from Contracted Firm or Government Agency
	Accountability	Hold self and others accountable for results.	"Franklin Covey: The 5 Choices to Extraordinary Productivity" --- "Franklin Covey's Building Process Excellence"	Treasury Executive Institute  Treasury Executive Institute
	Customer Service	Anticipate and meet needs of internal and external customers.	"Franklin Covey's Building Process Excellence"	Treasury Executive Institute
	Decisiveness	Make well-informed, effective and timely decisions.	"The Five Dysfunctions of a Team"	Treasury Executive Institute

Leadership Level	Core Competencies	Skill Sets & Outcomes	Courses	Vendor
<b>Supervisors and Managers</b>	Flexibility	Open to change and adapts to new information.	“Churchill-Using Practical Leadership to Forge Strategy, Collaboration, and Results”	Treasury Executive Institute
	Integrity/Honesty	Acts honestly, fair and ethical.	Annual Ethics Training	ATR Internal Training
	Interpersonal Skills	Treat others with courtesy, sensitivity and respect.	“Interpersonal Skills: Developing Effective Relationships”	Contracted Firm
	Oral Communication	Make clear and convincing oral presentations.	“Briefing and Presentation Skills”	Contracted Firm
	Problem Solving	Identify and analyze problems; and make recommendations.	“Leading People to Achieve Results”	Treasury Executive Institute
	Resilience	Remain optimistic and deal effectively under pressure.	“Churchill-Using Practical Leadership to Forge Strategy, Collaboration, and Results”	Treasury Executive Institute
	Written Communication	Write in a clear, concise, organized and convincing manner.	“Business Writing”	Contracted Firm
	Technical Requirements	Legal or subject-matter knowledge and skill requirements.	West LegalEd Center; NAC; Paralegal Boot Camp; COR Training; New Chief/Assistant Chief Briefings, etc.	Internal ATR Training; LearnDOJ online courses; EXO Briefings; ATR IT Classes; or Contracted Firm

Leadership Level	Core Competencies	Skill Sets & Outcomes	Courses	Vendor
<b>Team Leaders and New Supervisors</b>	Assessment	Determine training objectives and develop an individual learning plan.	Assessment Workshops	Treasury Executive Institute (TEI)
	Introductory Recruitment and Hiring	Acquire effective recruitment, hiring and on-boarding skills.	ATR Chiefs and Asst. Chiefs Administrative Training	Internal ATR Training;
	Time and Attendance	Effectively use WebTA	ATR Internal Training	Internal ATR Training; Personnel Staff
	Prohibited Personnel Practices	Learn merit-based principles	ATR Internal Training	Internal ATR Training; Personnel Staff
	Diversity and Inclusion	Recognizes and utilizes skills of staff with diverse backgrounds to benefit the Division.	Annual Mandatory Training	Internal ATR Training; Personnel Staff
	Reasonable Accommodation	Awareness of applicable laws and ATR policies/procedures	ATR Internal and Departmental Training	Internal ATR Training; Personnel Staff
	Labor and Employee Relations	Adheres to EEO and labor relation policies and objectives.	ATR Internal and Departmental Training	Internal ATR Training; Personnel Staff

Leadership Level	Core Competencies	Skill Sets & Outcomes	Courses	Vendor
<b>All Leaders</b>	<b>OPM Foundational Competencies:</b>			
	Interpersonal Skills	Treat others with courtesy, sensitivity and respect.	“Interpersonal Skills: Developing Effective Relationships”	Contracted Firm
	Oral Communication	Make clear and convincing oral presentations.	“Briefing and Presentation Skills”	Contracted Firm
	Integrity/Honesty	Acts honestly, fair and ethical.	Annual Ethics Training	ATR Internal- Ethics Officer
	Written Communication	Write in a clear, concise, organized and convincing manner.	“Business Writing”	Contracted Firm
	Continual Learning	Review Individual Learning Plan	Ongoing	Ongoing
	Public Service Motivation	Show commitment to serve the public	Ongoing customer service training	Contracted Firm; TEI; or Internal
	<b>Federal or Departmental Required or Strongly Encouraged Training:</b>			
	EEO Training	How to prevent and eliminate discrimination and harassment in the workplace.	Announced by Personnel	LearnDOJ or internal ATR class
	Diversity Training	Leading and managing employees in an increasingly diverse workplace.	Announced by Personnel	LearnDOJ or internal ATR class
	Recruitment and Hiring (Including Schedule A and Veterans Hiring Initiatives)	Acquire effective recruitment, hiring and on-boarding skills.	Announced by Personnel	Internal ATR Training;

# Leadership Development Training Program

## Outcomes/Results

- **Senior managers and executives** will be equipped to effectively lead and manage Offices or Sections.
- **Supervisors and managers** will be equipped to lead programs and people.
- **Team leaders and new supervisors will** be prepared to manage projects and lead teams.
- **All Division leaders** will be ready to manage their continuous learning plans.