



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Employee Services

Wednesday, May 18, 2016

MEMORANDUM FOR: Human Resources Directors

FROM: MARK D. REINHOLD
ASSOCIATE DIRECTOR, EMPLOYEE SERVICES

Subject: Issuance of OPM's Web-based Training Courses, "Emotionally Intelligent Leadership" and "Leading Change"

I am pleased to announce the release of two newly-developed training courses entitled, "*Emotionally Intelligent Leadership*" and "*Leading Change*." These web-based courses are available for use by agency SES Candidate Development Program (SESCDP) coordinators, executive development program coordinators, and future and current leaders.

"*Emotionally Intelligent Leadership*" is designed to help educate and provide Federal leaders with knowledge and strategies to successfully apply the principles of emotional intelligence, defined as the capacity for recognizing our own feelings and those of others, and for managing emotions effectively in others and ourselves. Research presented in the course shows a strong link between emotional intelligence and positive workplace outcomes, such as performance, productivity, and employee engagement. The course is highly-interactive, offering self-checks and realistic scenarios to increase and enhance learning.

"*Leading Change*" offers an opportunity for executives to practice their leadership skills in a realistic work environment. In this simulation, executives are provided with information that they must use to lead an agency-wide transition. The executive will need to effectively manage a newly-formed team and make strategic decisions about the future that will impact their colleagues, the relationship with their supervisor, and ultimately the outcome of the initiative.

OPM developed these courses for cross-Governmental use as part of OPM's strategic commitment to help agencies create inclusive work environments where the workforce is fully engaged, and in support of the President's Management Agenda "People and Culture" pillar. The courses are part of a collection of executive development tools and courses available to agencies to help meet requirements set forth in 5 CFR 412.202, including OPM's Executive Development Best Practices Guide, web-based training courses, "*Difficult Conversations*," "*Executive Excellence and Wellness through Strategic Leadership*," and "*Linking and Developing Measurable SES Results-Focused Performance Requirements*," and recently released guidance on **Executive Rotations** and **Onboarding**. Please see the **OPM Training and Development Policy Wiki** for additional tools and resources. Executive development program coordinators should become familiar with these courses and incorporate them where appropriate.

The courses are available to agencies at no cost on HR University's Manager's Corner:
“*Emotionally Intelligent Leadership*”: http://www.hru.gov/Course_Catalog.aspx?cid=223 and
“*Leading Change*”: http://www.hru.gov/Course_Catalog.aspx?cid=230. Agencies may also request a CD to upload the courses to their learning management system.

If you have questions about the courses, please contact Stephen Shih (Stephen.Shih@opm.gov), **Julie Brill** (Julie.Brill@opm.gov) or Cassandra Brennand (Cassandra.Brennand@opm.gov).

cc: Chief Human Capital Officers, Chief Learning Officers, and Offices of Diversity & Inclusion.