

Below is an on-going list of FAQs pertaining to the PMF LDP. General information about the PMF LDP can be found here: <https://www.pmf.gov/current-pmfs/training-and-development/leadership-development-program/>. In addition, these FAQs, slide deck, and Journey Model for the PMF LDP can be found here: <https://www.pmf.gov/current-pmfs/resources/>. These FAQs are subject to change; please check for any updates.

Q1. What is the President Management Fellow's Leadership Development Program (PMF LDP)?

A1. The Presidential Management Fellow's Leadership Development Program (PMF LDP) is a two year intensive program designed to transform PMFs into highly skilled leaders fully prepared to step into significant roles in the Federal government. The PMF LDP provides at least 100 hours of the required 160 hours of formal interactive training that is required to successfully complete the PMF Fellowship. You can read more details about the PMF LDP at <https://www.pmf.gov/current-pmfs/training-and-development/leadership-development-program/>.

Q2. What are the goals of the PMF LDP?

A2. The goals are to provide a world class, actionable leadership development experience for PMFs that fully prepares them to step into leadership roles upon completion of their fellowship. Outcomes to achieve this goal were identified during the review and redesign of the PMF Program in 2017 and can be described as follows:

1. *The PMF's experience depends critically on the ability of their Supervisors and their Agency PMF Coordinators to support their leadership development. Both these stakeholders need more structured resources and support in order to fulfill this pivotal role in the PMFs' development. The Leadership Development Program must communicate and deliver the PMF Program's Value Proposition: developing strong pipelines of outstanding leaders ready to assume significant roles in the Federal government following successful completion of the fellowship.*
2. *The program must build leadership competencies through structured, cohort-based learning experiences that are rigorous, actionable, and memorable.*
3. *Rotations should be carefully designed to meet the PMFs' leadership development goals; and should be centrally managed to ensure equality of access and experience.*
4. *The program should build strong communities to support the PMF Program.*

Q3. What competencies are addressed in the PMF LDP?

A3. The competencies identified on the PMF LDP Journey Model are specific to the PMF Program and are competencies found in the Executive Core Qualifications (ECQs) and are also critical for PMFs. The PMF LDP Journey Model can be found here: <https://www.pmf.gov/current-pmfs/resources/>. The PMF LDP webpage also lists the competencies and definitions. To view a list of competencies associated to the ECQs, go to: <https://www.opm.gov/policy-data-oversight/senior-executive-service/executive-core-qualifications/>

Year 1: Leading Self and Leading Others, consist of the following competencies:

- Conflict Management
- Continual Learning
- Creativity/Innovation
- Developing Others

- Flexibility
- Influencing/Negotiating
- Public Service Motivation
- Resilience

Year 2: Leading Change, consist of the following competencies:

- Decisiveness
- Flexibility
- Partnering
- Political Savvy
- Problem Solving
- Team Building

Q4. Are there any minimum requirements for participation?

A4. In order for a Fellow to participate in the PMF LDP:

1. The Fellow must be already on board at their agency,
2. The Agency PMF Coordinator must have accurately entered the PMFs’ appointment information in the PMF Talent Management System (TMS), and
3. The appointing agency must have initiated the reimbursement process for the one-time placement fee. See the “PMF Reimbursement Process for Agencies” at: <https://www.pmf.gov/agencies/resources/>.

NOTE: PMFs are able to view their appointment information from their applicant user account on the Apply Site of the PMF TMS. Any edits should be submitted to the Agency PMF Coordinator for updating.

Q5. How Do I apply for the PMF LDP?

A5. Current PMFs will be notified of additional information and when to pre-register via email. After consulting with their Supervisors to gain approval to attend, PMFs may pre-register when invited by the PMF Program Office. The PMF Program Office will validate pre-registrations and send a separate confirmation with additional details prior to the scheduled training.

Q6. What comprises the PMF LDP?

A6. The PMF LDP is structured to support the PMFs’ development during a rigorous and challenging two-year experience. Please note that the PMF LDP spans over the Fellow’s 2-year fellowship and requires full participation and a commitment by the Fellow and their Supervisor. More detailed information on each component can be found here: <https://www.pmf.gov/current-pmfs/training-and-development/leadership-development-program/>.

Q7. What is “Leading Self/Leading Others” and when is it held?

A7. *Leading Self/Leading Others* is an intensive onboarding session that helps new PMFs feel welcomed into the Federal government and supports the PMFs in understanding program requirements and their journey. This segment of the PMF LDP assesses and evaluates proficiency and strengths. This segment begins with a three day on-site at a designated location, followed by monthly cohort group coaching that can take place either by conference call, on-site or virtual; and quarterly networking events. The on-site sessions have been offered two times per year (e.g., in the Fall and in the Spring).

Q8. What is “Leading Change” and when is it held?

A8. Upon successful completion of *Leading Self/Leading Others*, PMFs are prepared to look beyond themselves and those around them to identify and lead change in their broader environments. *Leading Change* invites PMFs to identify a specific change/challenge project and exposes them to a range of performance improvement disciplines and methods from which to choose. The Challenge Projects are associated with the President’s Management Agenda (PMA), focusing on government-wide strategic initiatives. PMFs will be working in cohort groups with Cap Goal Leads and other Strategic Leaders throughout the project. More information on the President’s Management Agenda can be found here. <https://www.whitehouse.gov/omb/management/pma/>.

Leading Change also begins with a four day on-site session and is also offered two times per year (e.g., in the Winter and in the Summer), followed by agency challenge projects meetings, and quarterly networking events. Informational Webinars are scheduled prior to the on-site to review all details and allowing Fellows the opportunity to view and rank their projects in the order of preference.

Q9. What are the total PMF LDP hours offered?

A9. The tentative breakdown of hours appears below, covering over 100 hours of training and development. PMFs may count these hours towards their required training and developmental hours the PMF Program requires and should document such on their IDP (Individual Development Plan).

NOTE: These hours are tentative and subject to change. PMFs completing each of the PMF LDP components will receive confirmation of the hours awarded. Exact location and facility are also subject to change.

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| Year 1: Leading Self and Leading Others | On-site: White House South Court of the Eisenhower Executive Office Building (EEOB), Washington, DC; George Washington’s Mount Vernon, Virginia | 3-Day (24 hours) |
| Year 2: Leading Change | On-site: U.S. Office of Personnel Management (OPM), Washington, DC | 4-Day (32 hours) (includes pre-work) |
| Challenge Project | On-site: U.S. Office of Personnel Management (OPM), Washington, DC | 1-Day (24 hours project time and 8 hours for presentation) (Total 32 hours) |
| Coaching Cohorts, Competency Development, and Networking Events | Virtual and/or In-Person: Based on each Cohort Group | 90 minutes (six times per year), two peer-to-peer sessions, and optional networking events (20 hours) |

Q10. Do I need supervisor approval from my agency?

A10. Yes, PMFs should not register to participate until they obtain supervisory approval. Each agency has different policies and procedures for an employee’s training and development. PMFs may need to consult with their Agency PMF Coordinator for additional guidance.

Q11. Will I need a security clearance?

A11. No, you will not need a security clearance in order to participate in the PMF LDP. One of the three days during *Year 1: Leading Self/Leading Others*, is located at the White House Complex and all participants

must be pre-cleared to access the facility due to security requirements. The confirmation email will contain a link for PMFs to submit Personal Identifiable Information (PII) ahead of time in order to access the facility. Such information will include the Fellow's Social Security Number, Date of Birth, Full Legal Name, Gender, etc. Fellows will need identification to match (e.g., their Federal Government PIV Card).

Q12. *Is this a formal Leadership Development Program?*

A12. Yes. This is a formal leadership development program developed specifically for Presidential Management Fellows. The PMF LDP has been in place since the PMF Class of 2017.

Q13. *Is the PMF LDP a mandatory requirement?*

A13. The PMF LDP is included in the \$7,000 one-time placement fee that agencies provide when they initially hire a Finalist as a PMF to benefit the PMFs as well as supporting their agencies by offering a premier developmental experience that equips the PMF as 21st Century Leaders. Full participation has an estimated value of \$15,000, offering over 100 hours of training and development. Every agency has a choice and any policies and procedures will vary across agencies. Please refer to your home agency and consult with your Supervisor and Agency PMF Coordinator.

Q14. *Does participation lead to a leadership position?*

A14. Participation does not confer any entitlements or special consideration for promotion or advancement upon completion. The basis of this program supports the notion that understanding the principles of good leadership prepares an individual to serve in a leadership capacity. Completing the PMF LDP in its entirety and putting the curriculum into practice during the fellowship will certainly make Fellows highly competitive for future leadership positions.

Q15. *Will the PMF LDP provide a certificate of completion?*

A15. Yes, full participation in the PMF LDP will result in receiving a certificate. Details will be provided in the *Leading Change* segment.

Q16. *How do I keep track of my progress?*

A16. PMFs are responsible for tracking and recording all training and developmental hours, especially on their Individual Development Plan (IDP), and retaining any supporting documents (e.g., email confirmations, certificates, etc.).

Q17. *Where is the training located?*

A17. Below describes the concept of training locations and modes:

- On-site locations will vary from year to year, but all will take place within the Washington, DC, metro area. Upon registration detailed information regarding dates, time, and location will be announced.
- Throughout the two years, developmental activities and quarterly networking will also vary accordingly.
- Cohort conference calls are determined by each cohort group.
- Depending on Federal Government status and during certain emergency situations (e.g., the COVID-19 pandemic), some sessions may be held virtually to comply with local and Federal guidelines.

Q18. *If a Fellow has restrictions (such as dietary or disability-related), who should they contact?*

A18. Instructions will be provided during the pre-registration process.

Q19. Does participation require any travel?

A19. Though we anticipate the bulk of the PMF LDP activities will take place within the Washington, DC, metro area, there may be some PMFs needing travel orders. Your agency is responsible for any travel-related costs.

Q20. If I do not sign up for the program (or I missed the cut-off date) are there other opportunities to participate?

A20. Yes, such PMFs can partake in the next session offered, providing they meet all the requirements for participation.

Q21. How much of a time commitment is required?

A21. Overall, as part of the PMF Program training and developmental requirements, each Fellow is required to meet 80 hours of formal interactive training per year (for a total of 160 hours), and at least one 4-6 month developmental assignment within their two year fellowship. The PMF LDP can potentially cover over 100 training and developmental hours. The hours for the PMF LDP are subject to change as the curriculum is subject to change. Ultimately what counts as training and developmental hours to record on your IDP is between you, your Supervisor, and your Agency PMF Coordinator.

Q22. How can I find out more information about the PMF LDP?

A22. The PMF Program Office will post updates on the PMF LDP under the “Current PMFs\Training and Development\Leadership Development Program” section on the PMF website at www.pmf.gov. Any updates to these FAQs will be posted to the “Current PMFs\Resources” section on the PMF website.

Q23. What if I have to cancel my registration to attend the PMF LDP?

A23. You will be required to immediately notify the PMF Program Office, your Supervisor, and your Agency PMF Coordinator as soon possible. Please note the level of commitment for full participation. Make-up sessions, if any, will be limited and there may be other PMFs wait listed.

Q24. What should I bring to the training site and is any preparation needed beforehand?

A24. You will receive notification in advance by e-mail.

Q25. If a PMF has leave scheduled for one of the three days during the PMF LDP; can they still participate in the on-site training for two days? Or should they wait for the second session?

A25. The PMF Program Office suggests that you wait to apply to the next session. The curriculum, agenda, and facilities are based on a limited number of PMFs per cohort and segment. PMFs will be divided into cohorts for some of the activities.

Q26. Is there a Challenge Project? If so, what does it entail?

A26. Each Challenge Project will vary. The estimated hours will range from 24-31 hours. Additional details will be provided under separate cover and discussed during Year 2: *Leading Change*.

Q27. Are the 80-100 training hours on a yearly basis or are they spread throughout the two years?

A27. The hours are spread over the two year program. Any and all training hours, including those from the PMF LDP, should be recorded on the PMF's Individual Development Plan (IDP).

Q28. *My supervisor is concerned the 80-100 training hours will require additional hours of work outside of 40 hours/week to complete within time constraints; will this impact my work schedule?*

A28. The probability is high. Additional hours outside of work or outside your base schedule may be necessary. You, your Supervisor, and Agency PMF Coordinator, must work together to ensure a commitment to your time and responsibilities.

Q29. *Are lodging and meals part of the program tuition fee?*

A29. No, lodging and travel, if required, are at the agencies' expense. Some PMFs outside of the Washington, DC, metro area would need travel orders. Consult with your Supervisor and Agency PMF Coordinator for assistance. Meals will vary accordingly; you will receive a separate notification with details.

Q30. *I'm having trouble logging into the PMF Talent Management System (TMS), what should I do?*

A30. All Applicants, Finalists, Fellows, and Alumni should use the Apply Site of the PMF TMS at <https://apply.pmf.gov>. The Portal Site of the PMF TMS is used by agency personnel and the PMF Program Office. Any user to these sites can use the "Forgot Password" link to reset their password. Agency personnel (e.g., Hiring Officials and HR Staff) should contact their [Agency PMF Coordinator](#) for assistance.

Q31. *What is the recommended dress code for the PMF LDP sessions?*

A31. Recommended dress code is business casual. You and your Agency PMF Coordinator will receive notification if other dress code modifications apply. Any Federal government location used for the PMF LDP will require Federal government ID (e.g., your PIV card).

Q32. *Where should I stay when attending the PMF LDP?*

A32. The on-site activities are currently located within the Washington, DC, metro area, and all efforts are made to ensure such locations are accessible by public transportation. Lodging is not necessary for PMFs with a duty station in the Washington, DC, metro area. If your duty station is outside of the Washington, DC, metro area, please communicate with your Supervisor and make appropriate arrangements (e.g., travel orders, lodging, transportation, etc.).

Q33. *What if I arrive late or miss a part of my course?*

A33. If you expect to arrive late, please contact the PMF Program Office.

Q34. *What if I need to leave early?*

A34. If you need to leave early for any reason, please contact the PMF Program Office or the representative who is present during the sessions. Participating PMFs are asked to fully commit and make any and all arrangements to fully engage. PMFs are expected to fully participate to receive full credit.

Q35. *Can any PMF participate in the PMF LDP?*

A35. PMFs from the Class of 2017 are the first to participate. PMFs from future classes will be sent an invitational email with additional information on eligibility and how to pre-register.

Q36. *Who do I contact for any additional questions?*

A36. First, please review the PMF LDP webpage previously mentioned. Second, review these FAQs, and any updates. And, lastly, check with your Agency PMF Coordinator.

Q37. Do I need to submit any training forms or documents to the PMF Program Office?

A37. The PMF Program Office does not collect such training forms; however, your agency may. Check with your Supervisor and Agency PMF Coordinator. It is the responsibility of the Fellow to adhere to their agency's policies and procedures regarding training and any travel.

Q38. Can I still complete the LDP if I am converting before the program finishes?

A38. Yes, if you have completed Year 1 of the LDP and you will be converting before you complete Year 2, Fellows are still permitted to finish out the program and receive a certificate for the overall completion of the PMF LDP. The hours documented will be the hours earned during the work prior to conversion.