[attachment 23]

The Bureau of Reclamation
Executive Development Plan
FY 2012

a. **Name:** Paul Houser	b. **Position Title:** Science Advisor	c: **Office or Location /Office phone number:** MIB 7613-B /202-513-0594	
Mandatory Training:	**Suggested Training Source**	**Frequency**	**Completed**
OPM Interagency SES Orientation	OPM – Washington DC	One time/ 16 hours	N/A
Executive and Manager Safety and Health Training	Solicit recommendations from servicing safety and occupational health manager	Within 6 months of assignment or change of duties or assignment	
Occupant Emergency Plan Orientation	Receive orientation from local facility manager or your servicing safety and occupational health manager	Upon entrance on duty and if work conditions or locations change	
Ethics Guide	BOR Ethics Guide	Once – within 90 days of entrance on duty	✔
Maintaining a drug free workplace	Drug-free Workplace	Once – upon becoming a supervisor	N/A
Hiring Reform	Hiring Reform for Supervisors, Managers and HR Professionals	Once	
Telework 101 for managers	Telework 101 for Managers	Once if supervising teleworkers	N/A
Telework 101 for employees	Telework 101 for Employees	Once if teleworking	✔
EEO	http://intra.usbr.gov/cro/	Each FY /4 hours	
Diversity	http://intra.usbr.gov/cro/	Each FY/ 4 hours	
FISSA+ – computer security, records management, privacy act.	Federal Information Systems Security Awareness + Privacy and Records Management (FISSA +)	Annually/ 1.5 hours	✔
USERRA	Uniformed Services Employment and Re-employment Rights Act (USERRA)	Annually ½ hour	
Veteran Employment Training for Hiring Managers	Veteran Employment Training for Hiring Managers	Annually / 1 hour	N/A
Ethics Statutes, Regulations and Policies	Training provided each year by BOR Deputy Ethics Counselor; also see Ethics Skits	Annually (each CY) for Financial Disclosure Filers	✔
Transit Subsidy	Transit Benefit Integrity Awareness Training	Annually – NLT 9/30 if accepting transit subsidy.	✔
The Constitution	Constitution Day Training	Annual awareness training each 9/17	
Discrimination and Whistle Blowing in the Workplace (No Fear)	2011 Discrimination and Whistleblowing in the Workplace (No FEAR Act)	Bi-annually	
Government Charge Card Business Line Training	https://chargecardtraining.nbc.gov/s	Prior to applying for charge card and then every 3 years	N/A
Government Charge Card Approving Official Training	https://chargecardtraining.nbc.gov/	Every 3 years	N/A

Note: Items shaded in gray are one time requirements.

Executive Professional Development			
d. **Learning Goals: D**evelopmental goals to support the achievement of your performance plan	e. Formal Training: Courses, seminars, educational programs, degree/certificate programs	f. **Informal Activities:** Book clubs, speaker forums, conferences, inter-bureau initiatives, leadership circles	g. **Developmental Activities:** Details, rotational assignments, task force, inter-bureau/agency initiatives
1. Strengthen writing skills for greater communication effectiveness	Effective Writing in the Federal Government (4 days, OPM)	Great Communication Secrets of Great Leaders (Book by John Baldoni)	Work with various Bureau staff on proofreading and improving writing samples
2. Contribute to a positive workplace that supports organization mission and goals	(Washington Executive Seminar (10 days, Graduate School) Developing High-Performing Teams (1 week, OPM)	Developing High Performance Work Teams (Jones and Beyerlein)	Engage in personal development through 360 degree feedback
3. Establish and strengthen partnerships	Creating Collaborative Solutions: Innovations in Governance (1 week, Harvard Kennedy School)	Working Across Boundaries: Making Collaboration Work in Government and Nonprofit Organizations (Linden)	Increase participation in non-science stakeholder initiatives
4. Use sound judgement to make better decisions	Decision Making and Problem Solving (2 day, Graduate School) Leadership in Chaos and Crisis (3 days, OPM)	Harvard Business Review on Making Smart Decisions (Harvard Business Review)	Work with an executive coach to develop innovative skills
5. Better engage in strategic planning; proactively suggest value-added contributions	Developing the Strategic Leader (1 week, Center for Creative Leadership)	Harvard Business Review's 10 Must Reads on Strategy (Porter et al)	

Approval and Review	
Employee signature:	**Date**:
Supervisory signature	**Date**:
Executive Resource Board Member signature:	**Date**:

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Employee signature:	**Date:** 11/29/11
Supervisory signature	**Date:** 11/29/11
Executive Resource Board Member signature:	**Date:**