HQMC CIVILIAN LEADERSHIP DEVELOPMENT PROGRAM

UPCOMING TRAINING

13-14 Jun - **Organizational Communication and Collaboration**
Location: MCB Quantico

24-27 Jun – **Capitol Hill Workshop for the United States Marine Corps** (GS-11 and Above)   Location: Washington, D.C.

27 Jun - **Mentoring For Success**
Location: Pentagon

17 -18 Jul - **Analytical Problem Solving**
Location: Pentagon

[**Click Here**](#) to LEARN MORE or REGISTER!

MESSAGE TO THE READER

We are in our third quarter of fiscal year 2013 and still no funds for the *Civilian Leadership Development (CLD) Program*, however, we still have hope that funds will come... we just don't know when. The good news is that we did receive funding for the *Academic Degree Program (ADP);* a few of our participants have taken full advantage of those funds. If you are in pursuit of a License, Certification, or a Degree (Associates, Bachelors, Masters, or Doctorate) that will support your professional development and your organization's mission, then the Academic Degree Program is for you. Contact your CLD Administrator for assistance and/or advice on CLD and ADP.

Help us spread the word about our programs! Encourage new hires, co-workers, managers and supervisors to visit our website to learn how these programs can benefit them:
http://www.hqmc.marines.mil/hrom/OrgWorkforceMgmt/CivilianLeadershipDevelopmentProgram.aspx.

We also ask that all current CLD and ADP members go to the website to retrieve the appropriate document (SF182) to request for training.

HQMC CLDP welcomes all new members!

Your CLD and ADP Administrator,
Nate Taylor

WHAT'S ON YOUR MIND?

Ask Your CLD Administrator!

Q: How can I find a mentor?
A: One of the first things we recommend is that you ask your coworkers and/or supervisor if they can recommend a mentor that will support you with your personal and professional development. If you are unable to locate a mentor, contact your CLD Administrator for assistance in finding the right mentor to support you with your personal and professional development.

Q: What schools am I allowed to attend while participating in Academic Degree Program?
A: *Nationally recognized and accredited institutions* that provide a curriculum of *post-secondary education* through classroom, electronic, or other means. The Department of Education (DOE) publishes a listing of accrediting bodies under Section 1001 (c) of Title 20 U.S.C. This listing is also found on the DOE Website: www.ed.gov.

Have a question? Click here to ask the CLD/ADP Administrator

"Before you are a leader, success is all about growing yourself. When you become a leader success is all about growing others."

Jack Welch

Contact Us

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FEATURED ARTICLE

"No Excuses"

BY Christi Hannah
Deputy, Organizational and Workforce Management Section (ARHM)
Headquarters, U.S. Marine Corps

When I was 8, my parents told me and my sisters that we would be participating in a "fun" Chesapeake Bay cleanup event on a forthcoming Saturday. We weren't exactly known for our volunteerism, so I didn't understand why this topped my parents' To-Do list. I decided to forgo the lecture and quietly prepared myself to pick up *other* people's trash and any good lures. Come Friday, we find out the event was cancelled...my sisters and I thought we were scot-free. We were wrong. You could find the 5 of us tossing old cans and fishing line in bags twice my size from 7 a.m. to noon that Saturday. Several onlookers even joined in who never volunteered in the first place. Afterwards, you could walk on our favorite beach without getting cut by broken glass for at least 3 weeks!

I recently asked my now 74-year old father about that day and found myself in the lecture I thought I escaped. I'm glad I waited to ask; my listening skills have improved some over the years. He said that we ate a lot of crabs and always complained about the glass on the beach, so it made more sense than a can drive. One quote summed up his entire premise - "You should *take responsibility*, *take action*, and *make no excuses* to make something better. *You are a fool if you don't.*"

This is difficult to do in real life, but I like to believe we get some credit for just trying our best. It may be more challenging at work, where there seems to be layers of reasons for inefficiencies, inadequacies, and less-than-desirable outcomes. Bureaucracy, broken systems, mistakes of predecessors...the list goes on. To effectively lead though– whether it is ourselves, our families, or entire organizations – *we can't use reasons for problems as excuses for inaction.* I challenge you to assess how you're doing in this area. If you find you're being a "fool" – it's okay – as long as you take responsibility, take action, and make no excuses.

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Want to share an inspirational or encouraging story or message? Send it to us at SMB_HQMC_CLDP@usmc.mil
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DID YOU KNOW?

The *14 Leadership Traits* are the basic fundamentals that Marines use to develop their own leadership abilities and that of their subordinates. As Civilian Marines in our daily support of the Marine Corps, these 14 leadership traits are just as important in our *career development* while we embark upon our daily tasks, mission, and goals.

14 Leadership Traits

Tip: The fourteen leadership traits can be remembered with the acronym **JJ-DID TIE BUCKLE**

1. Justice: The practice of being fair and consistent. To give consideration to both sides of a situation.

2. Judgment: The ability to weigh facts and possible courses of action in order to make sound decisions.

3. Dependability: You can be relied upon to perform your duties properly. It means that you can be trusted.

4. Initiative: Taking action in the absence of orders.

5. Decisiveness: Ability to make decisions promptly and to announce them in a clear, forceful manner.

6. Tact: The ability to deal with others in a manner that will maintain good relations and avoid offense. More simply stated, tact is the ability to say and do the right thing at the right time.

7. Integrity: Uprightness of character and soundness of moral principles. The quality of truthfulness and honesty.

8. Enthusiasm: The display of sincere interest and exuberance in the performance of duty.

9. Bearing: Creating a favorable impression in carriage, appearance, and personal conduct at all times.

10. Unselfishness: Avoidance of providing for one's own comfort and personal advancement at the expense of others.

11. Courage: Courage is a mental quality that recognizes fear of danger or criticism, but enables you to proceed in the face of danger with calmness and firmness

12. Knowledge: Understanding of a science or an art. The range of one's information, including professional knowledge and understanding of your team.

13. Loyalty: The quality of faithfulness to country, Corps, section, seniors, subordinates and peers.

14. Endurance: The mental and physical stamina measured by the ability to withstand pain, fatigue, stress, and hardship.

To learn more about the 14 Leadership Traits, look at http://www.marines.com/being-a-marine/leadership

COMPETENCY CORNER

The CLD Program seeks to improve and build on leadership competencies and skills, based on the [Department of Defense (DoD) Civilian Leader Framework and Continuum](#).

Consider where you are and where you want to be on the Continuum, identify which competencies you need to work on the most, then take action! Below are a few competencies from the Continuum:

Lead Self: Interpersonal Skills- Develops and maintains effective working relationships, especially in difficult situations. Engages and inspires others. Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feeling of different audiences, situations, and/or cultures. Actively solicits feedback. Exemplifies profesionalism, tact, and empathy. Builds trust and commitment.

Lead People: Leveraging Diversity- Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization. Seeks out diverse ideas, opinions, and insights, respecting the values and perceptions of others. Examines biases and seeks insights to avoid stereotypical responses and behavior.

Lead Organizations/Programs: Technology Management- Identifies, evaluates, and assimilates information from among multiple streams and differentiates information according to its utility; utilizes information to adjust self, situational, or global awareness. Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.

Developing competencies can be done in several ways. Check out these developmental activity recommendations...

- **Reading –** read books, magaizines, and articles on the compentency(ies) you are looking to develop.

- **Learning Groups** – Participate in group discussions with individuals who meet to focus on their own learning and development in a particular interest area. This is conducted usually early morning prior to the start of the work day or over lunchtime. It could be a local chapter of an established organization such as Toastmasters, or a more informal lunchtime learning group centered around certain competencies or skills, with members taking turns researching and presenting a topic or sharing lessons learned with one another (Brown Bag Lunch).

- **Off Duty Self-Development** - Such activities might include taking evening or weekend courses at local schools; using correspondence and other individualized courses; reading books; publications; journals; or actively participating in professional or technical societies, civic activities, or advisory boards.

DEVELOPMENTAL RESOURCES & TOOLS

### Civilian Workforce Development Application (CWDA)

The CWDA is a web-based tool designed to help civilian employees in their professional growth, and assist supervisors with guiding the development of their workforce. To access the CWDA visit: https://cwda.manpower.usmc.mil

- View job and leadership-based competencies and related proficiency levels

- Complete assessments to identify opportunities to improve proficiency level(s)

- Run Competency Gap Analysis Reports to assist with supervisor/employee discussions and targeting developmental needs

- View Career Road Maps that detail the recommended educational, experiential, and competency requirements for civilian career series

"Instead of waiting for a leader you can believe in, try this:

Become a leader you can believe in."

— [Stan Slap]

SUGGESTED READING
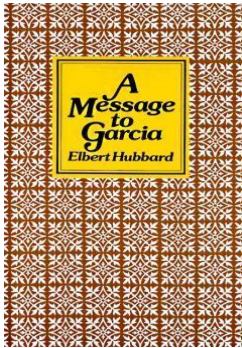
A Message to Garcia
By Elbert Hubbard

Overview

Story of an American soldier charged with delivering a critical message to a leader of Cuban rebel forces during the Spanish American War. He delivers the urgent missive with no questions asked, no complaining, and no hedging. The enduring and almost unbelievably simple message of the essay is this: When asked to perform a task, don't ask How...? or Why...? or Wouldn't it be better if? Just do it. This book is on the Commandants & Sergeant Major of the Marine Corps Reading List.
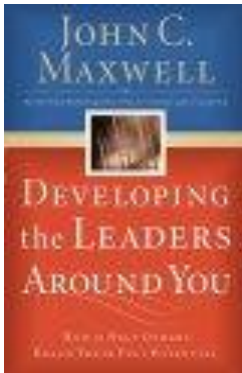
Developing the leaders around you: how to help others reach their full potential
By John C. Maxwell

Overview

Supremely practical, this handbook is crammed with strategies that help you effectively transform your dreams into reality by building up your people. Emphasizing that your organization can't grow until its members grow, Dr. Maxwell encourages you to identify and train potential leaders. You'll learn how to foster productive team spirit, how to make difficult decisions, what to look for in promising leaders, ways to nurture, encourage, and equip people, how to handle confrontation, and much more.
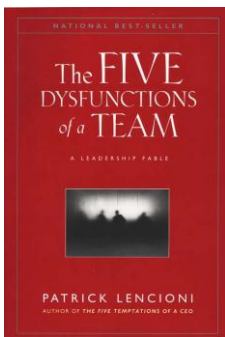
The Five Dysfunctions of a Team: A Leadership Fable
By: Patrick Lencioni

Overview

This popular business book describes five pitfalls that teams face: absence of trust, fear of conflict, lack of commitment, avoidance of accountability, and inattention to results.

GIVE US YOUR FEEDBACK

Sure, this is a newsletter, not a novel—and we want to keep it short and sweet to keep your attention. If you have ideas, comments or things you think that would be revelant to our CLD and ADP community please send us an email with your recommendations at SMB_HQMC_CLDP@usmc.mil

Marine Corps Civilian Leadership Development Program Website:
http://www.hqmc.marines.mil/hrom/OrgWorkforceMgmt/CivilianLeadershipDevelopmentProgram.aspx