

**LEARNING ACTIVITIES FOR
SUPERVISORY, MANAGEMENT, AND EXECUTIVE TRAINING AND
DEVELOPMENT
(Estimated Time Conversion)**

NOTE: All below (or other) learning activities must address one or more of the 28 OPM Core Competencies, be directly linked to the employee's 360° Assessment feedback dealing with Non-Technical Training, and be approved by the employee's supervisor as part of their annual Learning Contract.

Learning Activities that meet the 24 hour requirement:

- ✓ 1 semester college or university class relating to leadership
- ✓ 24 hours of being coached and/or working with mentor competency
- ✓ On-line training course with projected completion time of 24 hours
- ✓ 2-3 week developmental assignment that focuses on specific competency improvement
- ✓ Self-study course that requires 24 or more hours to complete
- ✓ Attend 3-5 day seminar on leadership competency improvement
- ✓ Join an active community group/association that involves 24 improvement hours of related leadership services
- ✓ Read or listen to 3 books
- ✓ Serve as a mentor or coach for 6 months

Learning Activities that meet the 16 hour requirement:

- ✓ 1 week developmental assignment that focuses on leadership competency
- ✓ Self-study course that requires 16 hours to complete
- ✓ Obtain a 1 year subscription to a management/leadership magazine and read it regularly
- ✓ Attend 2 day seminar on leadership competency improvement

- ✓ Obtain a 1 year subscription to a management leadership magazine and read it regularly
- ✓ Join an active community group/association that involves 16 hours of related leadership services
- ✓ Read or listen to 2 books
- ✓ 16 hours of being coached and/or working with mentor
- ✓ On-line training courses with projected completion time of 16 hours

Learning Activities that meet the 8 hour requirement:

- ✓ Read 16 magazine or newspaper articles on leadership or management
- ✓ On-line training course with projected completion time of 8 hours
- ✓ Attend 1 day seminar on specific competency
- ✓ Self-study course that requires 8 hours to complete
- ✓ Join an active community group/association that involves 8 hours of related leadership services
- ✓ Read or listen to 1 book
- ✓ 8 hours of being coached and/or working with mentor
- ✓ Complete 1 day seminar