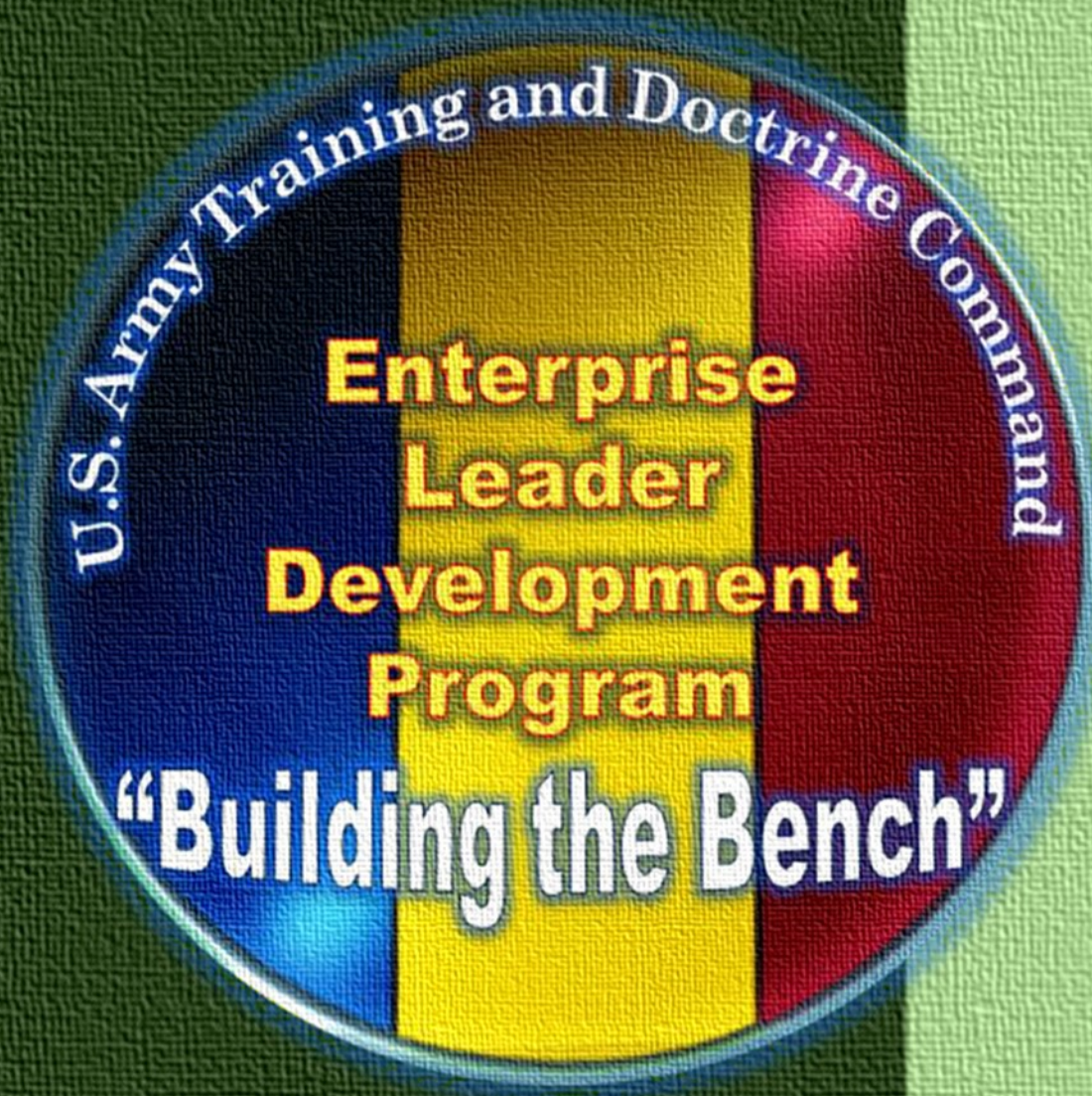


Department of the Army
TRADOC
Enterprise Leader Development Program

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ELDP Program Guide

v.2.2

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Program Manager

HQ TRADOC
Deputy Chief of Staff, G-1/4
Civilian Human Resources Directorate
Civilian Leader Development Team
(757) 501-6867; 6815; 6810; 6807

Background

The TRADOC Enterprise Leader Development Program (ELDP) is the Command's new Civilian leader development program. The ELDP replaces the TRADOC Senior Leader Development (SLD) and Intermediate Leader Development (ILD) programs which were initiated in 2007 and 2014 respectively. The ELDP consolidates the best practices of both programs and extends leader development opportunities to a much broader training audience.

Purpose

The ELDP provides a centrally funded and managed training program to develop Civilian leaders able to lead and manage change, think strategically, and represent the Army across organizations. The ELDP builds a bench of Civilian leaders who will address the complex challenges of a future that is "unknown and unknowable."

Components

Both versions of ELDP are designed to develop influential and adaptive Civilian leaders through education and career broadening opportunities.

Enterprise Leader Development Program-Formal (ELDP-F)

ELDP is executed in two components. The formal component of the program, ELDP-F is a competitive, two-year (20 months) program for GS-11 through GS-14 employees. ELDP-F is similar to the SLD and ILD programs it replaces.

Enterprise Leader Development Program-Extended (ELDP-E)

The extended version of the program, ELDP-E is comprised of the TRADOC Leadership Series (TLS) and TRADOC Developmental Marketplace (TDM). All TRADOC Civilians are encouraged to avail themselves of TLS and TDM opportunities.

The Enterprise Leader Development Program – Formal (ELDP-F)

The ELDP-F builds on the successes of SLD/ILD programs. ELDP-F is intentionally aligned with TRADOC Command priorities and Army values. ELDP-F is TRADOC-led and collaborative with partners from other Army Commands participating. ELDP-F partners are the U.S. Army Medical Command, the U.S. Army Cyber Command, and the U.S. Army Intelligence and Security Command.

ELDP-F participants gain experience and knowledge aligned with the five Executive Core Qualifications (Leading change; Leading people; Results driven; Business acumen; and Building Coalitions). The ELDP-F addresses these qualifications through cohort training events, developmental assignments, project team assignments and mentoring.

Program Objectives

The intent of the ELDP-F is to provide participants the following:

- Opportunities for participants to posture themselves for positions of greater responsibility.
- Opportunities to participate in learning, and experiential opportunities oriented on professional growth.
- Insights into multiple leadership practices allowing for integration of the most useful elements to achieve career and organizational success.
- Feedback providing self-awareness of strengths and weaknesses through assessments along with insights to leverage strengths and manage weaknesses.

Program Accountability

The TRADOC ELDP-F Review Panel ensures that only the most qualified TRADOC employees are selected for program participation. Individuals are chosen based upon the perception that they will provide a significant return on investment.

A considerable amount of funds are invested in ELDP-F cohort training events. Organizations make sacrifices by allowing participants to be absent from normal duties to pursue their professional development. TRADOC leaders invest time and resources to provide mentoring to ELDP-F members.

It is imperative that ELDP-F participants are committed to the program. This commitment must be displayed in terms of 1) attending all cohort training events; 2) actively participating in group/project activities; 3) actively engaging as a mentee in the mentoring relationship; 4) meeting all program-related suspense dates; and 5) Serving as an advocate for the TRADOC Leadership Series and

TRADOC Developmental Marketplace to the Civilian workforce at their installations.

Core Curriculum for ELDP-F

Cohort Sessions

Six face-to-face cohort sessions will take place over the two year (20 months) period. Participants are required to attend all cohort sessions. Sessions will take place at various TRADOC or partner installations.

Mentorship

ELDP-F participants are assigned a mentor. Mentors provide guidance, support and encouragement to help participants reach program and career goals. This is a valued opportunity. Participants are required to actively engage in the mentoring program.

Individual Development Plan (IDP)

ELDP participants will update their IDP in Army Career Tracker (ACT) based on ELDP-F educational and experiential opportunities. Participant IDP's will be updated in accordance with Army policy.

Developmental Assignments

Participants are strongly encouraged to complete two developmental assignments (non-TDY) of 60-90 days over the two year (20 month) period. One developmental assignment must be completed to meet graduation requirements.

All developmental assignments will be executed at home stations. Participants should consider pursuing an assignment in a different functional area or level of command if possible for broadening purposes.

Upon completion of developmental assignments participants will provide a written summary of their experiences utilizing a template provided by program managers.

Assessments

ELDP-F participants will receive several assessments during their participation in the program. The types of assessments vary from year-to-year. Previous assessments include:

- Myers Briggs Type Indicator (MBTI)
- Office of Personnel Management (OPM) 360

- Gallup: Clifton Strengths
- DISC (Dominance, Influence, Steadiness, Conscientiousness)

TDY and Travel

Funding is centrally managed. Individuals and units incur no financial responsibility for cohort training events, graduation, etc.

Requirements for ELDP Completion

- Completion of one developmental assignment
- Active participation in the mentoring program
- Attend all face-to-face ELDP-F cohort sessions
- Complete assessments, surveys, and white papers on educational and experiential opportunities.

The Enterprise Leader Development Program – Extended (ELDP-E)

The ELDP-E is introduced with the intent to offer the entire TRADOC Civilian workforce the opportunity to avail themselves of premier training and experiential opportunities. Individuals interesting in enhancing their skill-sets and/or posturing themselves for positions of greater responsibility comprise the target audience of ELDP-E.

ELDP-E is comprised of the TRADOC Leadership Series (TLS) and the TRADOC Developmental Marketplace (TDM).

Program Objectives

The intent of the ELDP-E is to provide participants the following:

- Opportunities to participate in learning, and experiential opportunities that are rarely offered to the entire TRADOC Civilian workforce.
- Opportunities for participants to posture themselves for positions of greater responsibility.
- Opportunities to address gaps in critical leadership competencies.
- A menu of Command-wide developmental assignment opportunities along with centralized funding (up to 50%) to offset TDY costs.

TRADOC Leadership Series (TLS)

The TLS is initiated based on the success of a pilot executed over the summer months of 2019. Over 500 TRADOC Civilians at six different installations received training under this program from July-September.

The TLS allows all TRADOC Centers of Excellence (CoE) and Commands to submit requests for training funds to be executed locally for the benefit of the local Civilian workforce. While Civilians are the primary audience, uniformed personnel are allowed to participate.

CoE and Commands incur no costs for use of training vendors under the TLS. No funding is provided for to pay for training venues as most installations have more than adequate training facilities.

TRADOC G-1/4 will establish the criteria for receipt of TLS training funds in email communication to TRADOC training points of contact.

TRADOC CoE and Commands are encouraged to assess competency gaps in their Civilian workforce and identify vendors who can address these gaps.

TRADOC G-1/4 will provide a list of previously used and potential vendors to assist in the selection of potential vendor options.

TRADOC Developmental Marketplace (TDM)

Developmental assignments are a proven means to develop and broaden our Civilian workforce in competencies critical to the Army profession. HQ TRADOC, Deputy Chief of Staff, G-1/4 established a TDM milSuite site that serves as a one-stop-shop for developmental assignments across the Command.

The concept is simple: 1) organizations identify developmental opportunities and list them utilizing a fillable template; 2) Civilians visit the site, review the opportunities; and if interested 3) contact points of contact identified on the fillable template.

The TDM has been a “win-win” for TRADOC. Organizations have benefited from work done by motivated Civilians who pursued their listed opportunities. These same Civilians have received valuable training and experience outside of their comfort zones.

TDM milSuite Site

<https://www.milsuite.mil/book/groups/tradoc-developmental-assignment-marketplace>

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Mentoring Partnership Guide

What is Mentoring?

Mentoring can be defined as an opportunity for leaders to help employees within an organization grow and develop. The process of mentorship helps transfer knowledge and experience from one individual to another. There are many different approaches to mentoring, formal and/or informal that are distinguished by the experience gained and knowledge shared throughout the process.

Why Mentoring?

Mentoring empowers the organization's employees to trust their own abilities, draw their own conclusions and take charge of their career in three key areas: building relationships, navigating the organization and gaining expertise.

Mentors share skills and strategies in these same three key areas:

- Expertise: sharing mastered skills and related experiences
- Building Relationships: helping to build relationships with key stakeholders at all levels (customers, peers, supervisors)
- Navigating the organization: sharing an understanding of the politics, the unwritten rules and the culture

Formal and/or informal mentorship creates a work environment and opportunity for employees to balance technical skills with interpersonal skills and to incorporate political savvy. The mentoring partnership is built on mutual trust, respect, and sharing of ideas and experiences.

Benefits of Mentoring

Successful mentoring is a win-win opportunity for the organization and employees. It helps organizations and employees to effectively manage change the changing workforce, successfully grow the employer-employee relationship, purposefully develop and cultivate the next generation of leaders, and ensure wisdom and experience is capitalized upon.

Mentorship aligns the organization and employees with the right people, the right skills and the right work environment. It also benefits the organization, the mentoree and the mentor in the following ways:

Organization: Improved communication, broadened perspective, preserved knowledge, and a developed high performing diverse workforce.

Mentoree: Exposure to different approaches of thinking and problem solving, accurate work environment perceptions, increased self-confidence for advanced tasking and assignments, and individualized development strategy.

Mentor: Opportunity to give back to organization, exposure to different perceptions about the organization, and chance to coach and mentor.

Mentor Roles

Mentors provide valuable insight, guidance and continuity in an ever changing work environment. A mentor offers his or her wisdom of experience drawing from a broad background that is rich with lessons from past experiences. Mentor's take time to understand the mentoree's past experiences, what he/she values and what he/she wants to become.

Key Behaviors:

- Helps mentoree clarify his/her career goals
- Assesses mentoree's current strengths and weaknesses
- Assists mentoree in setting developmental goals
- Learns about the mentoree's hopes, aspirations and desires
- Inspires mentoree to learn through self-discovery
- Consistently asks thought-provoking questions
- Suggests development opportunities geared for mentoree improvement.
- Listens actively, asks questions and shares honest feedback

Mentoree Roles

Mentorees exhibit passion for learning and have made the commitment to engage in a mentorship partnership with the expectation of learning from a mentor's knowledge and experience. As mentorees engage in the opportunity and apply

themselves, they gain invaluable growth and development. The greater the interest and effort exhibited during the mentorship partnership, the greater the benefit.

Key Behaviors:

- Actively participates and remains objective during discussions
- Open to new skills and abilities, even if not comfortable
- Sets realistic goals and focuses for development
- Works to identify interim activities and milestones
- Discusses career goals, path and aspirations
- Attends scheduled mentoring meetings
- Shares how mentor can be most helpful
- Follows through with development activities and time commitments
- Asks for help and honestly shares feedback

Successful Mentoring Partnership Behaviors

❖ Actively Participate

Be the first to reach out. Arrange recurring meeting times for discussion (e.g. weekly, bi-weekly, etc.). This can be accomplished face-to-face, virtually, and/or via telephone meeting. Introduce yourself and be prepared to share work experience, educational experience and preferred communication style.

❖ Clarify Goals and Time Commitment

Plan to discuss developmental goals, knowledge, experience, and qualities to be gained during the mentoring partnership. Focus goals and developmental activities on broadening leadership and organization experience. Realistically discuss how much time you have to dedicate to the mentoring partnership and experience to be gained. Are you willing to dedicate personal time to the mentoring process? (e.g., lunch time meetings).

❖ Supervisory Involvement

Mentoring benefits both the employee and organization when supervisors can witness the employee's growth implemented on the job. It is important to clarify supervisor involvement during the mentoring partnership. The supervisor can be a clarifying and defining source for developmental goals. In many instances, the

supervisor is able to provide comprehensive input in view of the mentoree's strengths and developmental needs.

❖ **Developmental Discussions**

Open honest communication can be an excellent source for feedback and growth during the mentoring partnership. This feedback reinforces learning and provides opportunities to practice new skills. Prepare to openly discuss any concerns with participation, process, plan or the program with mentor, mentoree and/or supervisor.

❖ **Solicit Support**

Mentorship partnerships are more successful when removing any obstacles that hinder active participation. Share mentorship involvement with supervisor and/or co-workers to ensure flexibility in work schedules to accommodate scheduled mentorship meetings as well as developmental activities.

Keys to Mentoring Success

- ❖ **Strategic Questioning:** Ask thought provoking questions to enable a new way of thinking and create discovery of new experiences. Focus on exploring, envisioning and expanding.
- ❖ **Skillful Listening:** Focus on comprehending and understanding what is (and what is not) being said. Listen to other viewpoints, avoid distractions and interrupting, pay attention to body language, ask questions and limit self-talk when you should be listening.
- ❖ **Share the wisdom of past experience:** Share information and provide insights based on lessons and experiences. Use learning points from past experiences, share successes and failures, use relatable facts and stay on point.
- ❖ **Give productive honest feedback:** Outline areas needing improvement while encouraging strengths. Accentuate the positive, ask permission to give developmental feedback, be specific and helpful, avoid being vague or disconnected, and offer observable behavior and situations focusing on impact.

- ❖ **Respect and Value Differences:** Different people will bring differing expectations, communication styles, focuses and value to the mentoring partnership. Respect helps to build the foundation of trust and confidentiality, by which both the Mentor and Mentoree can communicate in an environment where both can learn and benefit from differences.

End of Mentoring Guide



Enterprise Leader Development Program (ELDP) Participant Information Form

(Program Year)

Participant Name:

GS Level:

Position/Duty Title:

Installation/Organization:

Email Address:

Telephone #/DSN:

Microsoft Teams Access (Yes/No):

**MEMORANDUM OF UNDERSTANDING
BETWEEN
HEADQUARTERS USA TRAINING AND DOCTRINE COMMAND (HQ TRADOC)
ENTERPRISE LEADER DEVELOPMENT PROGRAM (ELDP) PARTICIPANT**

(Name)
AND

(Host Organization)

This is a Memorandum of Understanding (MOU) between the Enterprise Leader Development Program (ELDP) participant and the assigned organization selected for developmental assignment. When referred to collectively, the ELDP Participant, the assigned organization, and HQ TRADOC are referred to as the “Parties”.

1. BACKGROUND: The _____ hereby enters into an understanding regarding the temporary developmental assignment for _____ Enterprise Leader Development Program (ELDP) participant employed by _____. The assignment shall be made on a non-reimbursable basis, whereby _____ will continue to pay the Participant’s salary and benefits in accordance with the provisions set forth here and will not be obligated for any additional funds during the period of the developmental assignment unless expressly stated below.

2. AUTHORITIES: _____ has authority to provide a developmental assignment for the ELDP Participant employed by _____ under the provisions of 5 C.F.R. § 412.

3. PURPOSE: The purpose of this Memorandum of Understanding (MOU) is to provide for the assigning, tracking, and accounting of personnel on a developmental assignment and to stipulate the roles and responsibilities of the Home Organization, Host Organization, and ELDP Participant.

4. RESPONSIBILITIES OF THE PARTIES:

4.1. The Host Organization agrees to perform the following responsibilities:

4.1.1. Provide technical and operational support to the ELDP Participant for all of the Host Organization activities.

4.1.2. Provide office space and administrative support to the participant while assigned to the Host Organization.

4.1.3. Provide in writing a descriptive evaluation of _____ 's performance and submit it to the Home Organization within two weeks of the end of the developmental assignment period.

4.1.4. All travel and training required by the Host Organization during the assignment will be paid by the Host Organization.

4.1.5. Provide ELDP Participant with the following duties and tasks:

4.2. The Home Organization agrees to perform the following additional responsibilities:

5. **PERSONNEL:** Each Party is responsible for all costs of its personnel, including pay and benefits, support, and travel. Each Party is responsible for supervision and management of its personnel. Employee will not be permitted to perform the duties of the assignment on Federal holidays, or to work in excess of 40 hours per week, without prior, written permission from the employee's supervisor at the Home Organization. Failure to abide by this provision will constitute grounds for terminating this Agreement immediately.

6. **GENERAL PROVISIONS:** _____ has accepted a developmental assignment in the _____.

6.1. The office is located at: _____.

6.2. The supervisor for the ELDP Participant during the developmental assignment will be _____.

6.3. The start date of developmental assignment will be _____.

6.4. The end date of the developmental assignment will be _____.

6.5. The Pay Plan/Series/Grade of the participant is: _____.

6.6. Position title of record for the participant is: _____.

6.7. Duty Location of the participant at Host Organization is: _____.

6.8. This Developmental Assignment may be extended for _____ upon written mutual consent of the Home Organization and Host Organization.

6.9. The ELDP Participant will remain on the rolls of _____ (Home Organization) in _____ permanent position of record during the developmental assignment. The Home Organization retains the right to effect such personnel actions as necessary and required in accordance with its personnel management policies.

7. PERIOD OF AGREEMENT AND MODIFICATION/TERMINATION: This agreement will become effective when signed by all parties. The agreement will terminate on _____.

NOTE: The duration of any assignment may be amended at any time by mutual consent of the parties. Any party may terminate this agreement by providing two weeks written notice to the other party. This agreement is subject to the availability of funds.

8. OTHER PROVISIONS: Should disagreement arise on the interpretation of the provisions of this agreement, or amendments and/or revisions thereto, that cannot be resolved at the operating level, the area(s) of disagreement shall be stated in writing by each party and presented to the other party for consideration. If agreement on interpretation is not reached within thirty days, the parties shall forward the written presentation of the disagreement to respective higher officials for appropriate resolution.

Under the Inspector General Act of 1978, as amended, 5 USC App. 3, a review of this agreement may be conducted at any time. The Office of the Inspector General, or any of his or her duly authorized representatives, shall have access to any pertinent books, documents, papers and records of the parties to this agreement, whether written, printed, recorded, produced, or reproduced by any mechanical, magnetic or other process or medium, in order to make audits, inspections, excerpts, transcripts, or other examinations as authorized by law.

Name:
Organization:
Duty Title:

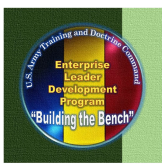
Participant Signature

Name:
Organization:
Duty Title:

Home Organization Signature

Name:
Organization:
Duty Title:

Host Organization Signature



Enterprise Leader Development Program (ELDP) Developmental Assignment Feedback Form

Participant Name:

Date:

Home Organization:

Host Organization:

Developmental Assignment Dates:

Feedback Questions:

1. Describe the developmental assignment.

2. What professional knowledge, skills and abilities will you be able to implement into your current position or future career goals?

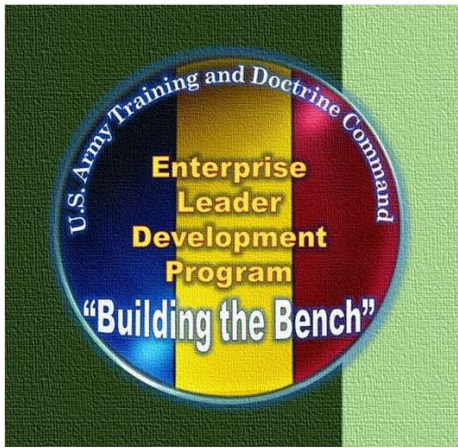
3. What did you value most from this developmental opportunity?

4. Additional Comments:

ELDP Participant Signature:

Developmental Assignment Supervisor/Facilitator Signature:

Participant Supervisor Signature:



Enterprise Leader Development Program

Graduate Information Sheet

NAME (F Mi L)	
Current Command	
Previous Command	

Cohort Participation Year	
----------------------------------	--

CURRENT ORGANIZATION	
LOCATION	
OFFICIAL POSITION TITLE <i>(From the Position Description)</i>	
OTHER ACCOMPLISHMENTS <i>(i.e., Promotion, Reassignments, etc.)</i>	



Mentee Name:

Mentor Name:

Mentoring is a voluntary relationship between two individuals (the mentor and the mentee) based on a mutual desire for development towards career goals and objectives. Mentoring relationship results are equal to the effort offered from each of the mentor and the mentee.

Mentorship is a component of a leadership development program (formal or informal). The results of the leadership development program are also dependent upon the effort provided by the mentor and mentee. Mentoring is both a “Get and Give” experience with the goal of providing a rich and rewarding experience for both partners.

Mentor responsibilities should include but not limited to provide:

- Greater clarity on life and career choices
- Different perspectives and cultural values
- The opportunity to develop new networks of contacts
- Access to new resources
- Greater career satisfaction and increased likelihood of career success
- Development in areas not typically addressed through training or on the job
- Support to the mentee’s development of professional and interpersonal competencies through strategic questioning, goal setting, and planning
- Create a supportive and trusting environment
- Agree to, and schedule uninterrupted time with your mentee
- Stay accessible, committed, and engaged during the length of the program
- Actively listen and question
- Feedback to the mentee on his/her goals, situations, plans and ideas
- Encouragement to mentee by giving them genuine positive reinforcement
- A positive role model
- Frank (and kind) corrective feedback if necessary
- Open and honest “lessons learned” feedback from my own experience
- On Track discussions
- Respect to mentee’s time and resources
- Answers by seeking assistance if questions arise that I cannot answer

Mentee Responsibilities should include but not limited to:

The mentee’s development depends on exploring career aspirations; strengths and weaknesses; collaborating on means to “get there”; implementing strategies; and evaluating along the way. The mentor will provide the “light” for the mentee to follow. Learning from the wisdom and past experiences of the mentor will serve the mentee well and produce great benefits.

Ideally, a mentee should be able to:

- Commit to self-development
- Assume responsibility for acquiring or improving skills and knowledge
- Discuss individual development planning with their mentor
- Be open and honest on their goals, expectations, challenges, and concerns
- Actively listen and ask questions
- Seek advice, opinion, feedback, and direction from their mentor
- Be open to constructive criticism/feedback and ask for it
- Respect their mentor’s time and resources
- Stay accessible, committed, and engaged during the length of the program
- Comfortably give feedback to their mentor on what is working or not working in the mentoring relationship
- Devotion of time with mentoring relationship and ongoing interaction
- Identifying the skills and competencies you wish to gain
- Asking for help or guidance to achieve goals
- The ability to listen and accept different points of view (feedback)
- Flexibility to consider new options
- Absorbing the mentor’s knowledge and demonstrating what you have learned
- Manage communication and invite for all meetings as mutually agreed upon

Communication & Operational Expectations

Our monthly communication will happen on (mark one)

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
at:		am	pm			

Suitable forms of additional communication. (check all that apply)

- | | |
|--------|-----------------------|
| Phone | MS Teams |
| Calls | In-Person |
| Emails | Other (details below) |

Our primary form of communication will be:

Mentee Goals:

Please list your top three SMART goals. Then, as a pair, decide how the mentor can best assist you in achieving that goal.

S - specific, significant, stretching

M - measurable, meaningful, motivational

A - agreed upon, attainable, achievable, acceptable, action-oriented

R - realistic, relevant, reasonable, rewarding, results-oriented

T - time-based, timely, tangible, trackable

Goal #1 (with associated leadership competencies):

How mentor can best assist in reaching this goal:

Goal #2 (with associated leadership competencies):

How mentor can best assist in reaching this goal:

Goal #3 (with associated leadership competencies):

How mentor can best assist in reaching this goal:

Confidentiality safeguards: (What do we need to do to protect the confidentiality of this relationship?)

We understand that confidentiality is critical to developing a trusting mentoring relationship. Consequently, we agree to maintain the confidentiality of the person and business experiences that we share with each other. Furthermore, we understand that we will both uphold the same standard of confidentiality.

The Mentor and Mentee agree to enter into a mentoring relationship pursuant to the terms stated below:

We agree that if either of us is late or cannot attend a mentoring session we will contact mentor/mentee by phone, email, or text.

No-Fault Termination / Graceful Exit Clause

Matching mentees with mentors is not an exact science. Despite all the best efforts, mismatches can occur, albeit infrequently, and they are something you must be prepared for.

We are committed to open and honest communication in our relationship. We will discuss and attempt to resolve any conflicts as they arise. If, however, one of us needs to terminate the relationship for any reason, we agree to abide by the decision of our partner. If one of us decides to do so, he or she agrees to consider the optimum way to inform the other. The mentee will notify the ELD Program Manager to be assigned a new mentor.

Mentor Phone Number:

Mentor Email:

Mentee Phone Number:

Mentee Email:

Mentee Name & Signature:

Mentor Name & Signature:

RETURN THIS COMPLETED FORM TO: usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-civilian-training@mail.mil



For A Successful ELDP Experience

MENTORSHIP

- Approach mentoring as an opportunity to grow, develop and be empowered.
 - Communicate regularly with mentor (suggested bi-weekly or monthly discussions).
 - Discuss goals of the mentorship partnership (short term and long term focuses).
 - Commit to actively participate in mentorship. Follow-up, Take action, Dedicate time.
 - Expect productive feedback, welcome challenges, respect and value differences.
 - Mentorship Success Keys:
 - pursue career and mentoring goals
 - attend scheduled mentoring meetings
 - follow through with developmental activities and time commitments
 - ask for feedback
-

DEVELOPMENTAL ASSIGNMENT

- All developmental assignments will be executed at home stations.
 - One developmental assignment must be completed to meet graduation requirements.
 - Consider pursuing an assignment in different functional area or level of command.
 - Expect challenges and feedback that broadens skillset, knowledge and abilities.
 - Provide written summary of experience utilizing template provided by program manager.
 - Developmental Assignment Success Keys:
 - start with an end goal in mind
 - carefully plan and evaluate the assignment
 - focus on expanding knowledge and skills in a different job
 - expect a new challenge that influences and impacts you during the opportunity
-

INDIVIDUAL DEVELOPMENT PLAN (IDP)

- Participants are responsible to update their completed trainings.
 - Update IDP in Army Career Tracker (ACT) based on educational/experiential opportunities.
 - Can update completed educational/experiential training opportunities within MyBiz.
 - Individual Development Plan Success Keys:
 - Ensure training (educational/experiential) is updated as it is completed
 - Website for Army Career Tracker (ACT) - <https://actnow.army.mil/>
 - Website for MyBiz+/HR application - <https://compo.dcpds.cpms.osd.mil/>
-

Department of the Army
TRADOC
Enterprise Leader Development Program



**TRADOC's
Premier Civilian Leader
Development Program**

Growing Tomorrow's Leaders!