



Advanced Leadership Development: A closer

By Emily Blubaugh, DDC Public Affairs

Managing time effectively is a critical skill, essential in becoming a high-performing leader. As a manager, balancing a multitude of tasks is expected, whether it is monitoring employee performance, controlling resources, or performing transactional tasks, such as email, reports, briefings, etc. But how

does one decide not just what to manage-but how?

Supervisors understand that while assigned tasks may all be equally important, and vital to the enterprise's goal of supporting the Warfighter, it can be difficult to properly balance tasks to work smarter, more efficiently, and more effectively. This is why the Defense Distribution Center has developed a course, entitled "Advanced Leadership: Managing Time," to advise its leaders on

how to build and implement a personalized action plan to increase accountability, develop empowered employees and encourage creativity.

DDC supervisors have commented that they often feel they need more time for coaching, long-term planning, improving processes, team building and motivational climate culture enhancements. With a goal of supporting these

requests for help in managing time, juggling demands, and getting more accomplished in a day, the Advanced Leadership Development course was developed to enable supervisors to be proactive, rather than reactive in their positions, and to learn how to prioritize tasks and when to delegate. Most importantly, the course is unique because it is truly a leadership

course as opposed to a regular time management seminar.

The program is designed to help participants uncover techniques to help themselves and those they manage get more accomplished in a day, negotiate deadlines and projects, delegate for maximum effectiveness, organize and enable others to be better time managers.

Each participant identifies ways they and their team could operate more effectively and manage time better and develops a list of actions to implement. These plans effectively identify time



Look at managing time

wasters and avoid procrastination, ultimately creating more time for leadership actions. The goal is to inspire an advancing culture that embraces creativity, conflict, accountability and change and supports maximization of contributions to mission success.

“Developing an action plan around the ideas a manager feels are the highest priority for themselves and their team is a critical take-away from the course,” said DDC training program manager Kim McDonald. “The result is proper implementation of these plans and better time management individually, as well as throughout the organization. Ultimately, this can save time, improve productivity, improve culture and decrease costs.”

One of the highlights to the course is the reinforcement work that follows, which has been attributed

as a large contributor to the program’s success, specifically, the coaching piece. After the completion of the course, one-on-one coaching is provided to interested graduates, and is guided by two surveys which allow for the students to identify what lessons are working and what they’ve been able to implement from the course. This is followed by six reinforcement emails, which serve to remind students of key lessons from the course.

Additionally, the coaching can include instructor support in the implementation of students’ action plans developed during the course, assistance in accomplishing one or two key items, or quantification of results accomplished which are helping the student or their team use time more effectively.

“If, as an organization, we do not do these things as well as we

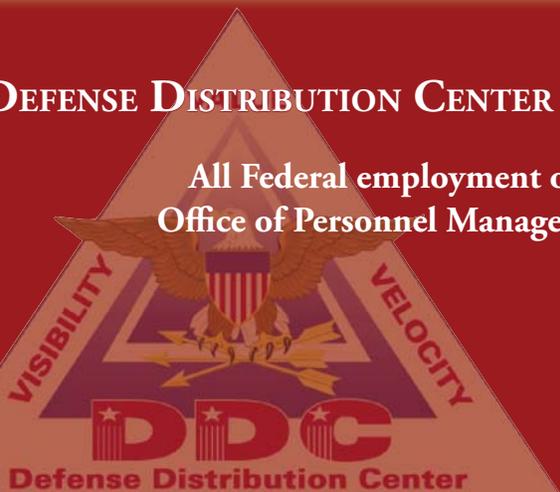
could, we’re losing time, losing productivity, and losing future opportunities to improve,” said DDC chief of staff United States Army Col. Clayton Newton.

Since the program’s inception, nearly 1,000 employees throughout 21 depots, DDC headquarters and Information Operations have participated in the training. With this volume of information now being applied throughout the organization, DDC managers now have a better understanding of their roles as leaders, while will have a significant impact on enabling the workforce to perform optimally in support of DDC’s mission.

This article is the first of a series highlighting the continuous process improvements being implemented throughout DDC’s depots as a result of the Advanced Leadership: Managing Time class and its impact on DDC’s way forward.

DEFENSE DISTRIBUTION CENTER IS AN EQUAL OPPORTUNITY EMPLOYER

All Federal employment opportunities are posted at the
Office of Personnel Management website: www.usajobs.gov



USAJOBS
"WORKING FOR AMERICA"