

Leadership Excellence Program (LEP) Matrix

Requirement	Time Frame	All Employees	New Supvsrs	New Managers	New Execs	Existing Supvsrs	Existing Mgrs	Existing Execs
New Employee Orientation (BLM)	1 st 6 months	x						
New Employee Orientation (DOI)	1 st 6 months	x						
1 st 40 Hours	1 st 6 months		x					
2 nd 40 Hours	1 st 12 months		x					
Additional 24 Hours	Annually					x	x	x
Leadership Academy	1 st 12 months			x				
LEI Assessment	Every 24 months	*	x	x	x	x	x	x
LEI Orientation Session	Starting FY2000		x	x	x	x	x	x
LEI Interpretation Session	Starting FY2000		x	x	x	x	x	x
Individual Development Plan	Annually	**	x	x	x	x	x	x

* Employees who are NOT supervisors, managers, or executives may take the LEI anytime.

** IDPs are not mandatory for employees who are NOT supervisors, managers, or executives