



BONNEVILLE POWER  
ADMINISTRATION  
TRAINING ANNOUNCEMENT – FY23

Western Energy Institute  
2024 Business Acumen for Emerging Leaders Program

**OPENS: SEPT. 13, 2023**

**CLOSES: Sept. 27, 2023**

**WHO MAY APPLY:**

Current supervisory GS-14 to GS-15 employees of the Bonneville Power Administration are encouraged to apply.

Selected participants must be at GS-14 (or higher) grade level (permanent or acting) throughout the program period to remain eligible (Feb. 2024 to Dec. 2024).

Participation in the Business Acumen for Emerging Leaders Program does not result in a promotion.

**GENERAL INFORMATION:**

Western Energy Institute's (WEI) Business Acumen for Emerging Leaders (BAEL) is an application-based leadership and industry training program designed explicitly for extraordinary, high-potential managers and supervisors in the energy sector. WEI is a trade association serving the electric and natural gas industries, facilitating meaningful, long-term relationships by directly connecting utility professionals with their industry counterparts.

This program offers broad exposure to energy industry challenges and opportunities, including leadership and public speaking training and a group capstone project.

Executives, subject matter experts, and formal instructors will provide perspectives on leadership development and energy issues in four in-person program sessions hosted by WEI member utilities. Students will deliver their capstone project presentations to an executive audience in person at WEI's annual meeting. In addition, there are two virtual sessions.

**Session Objectives:**

**Utility Fundamentals + Insights Course**

- Learn electric and gas industry fundamentals.

**Session 1: Leadership Development**

- Identify strengths of self and others.
- Learn about the challenges and opportunities facing leaders today.
- Begin a capstone project and establish bonds with the project team and participants.

**Session 2: Industry Perspectives**

- Learn the basics of gas and electric operations and regulation.
- Understand emerging trends and issues in the industry and how utilities are responding.
- Take advantage of the opportunity to talk with your company's senior leadership.

### **Session 3: Customer and Communications**

- Understand the customer experience.
- Learn how utilities know what customers want and how they respond.
- Understand critical elements of change management and enhance your ability to communicate change.
- Speak and present effectively.

### **Session 4 – Strategic Leadership**

- Understand how strategic plans are created and used.
- Identify how to champion your company's strategic plan.
- Understand how your business unit can align resources to support the strategic plan.
- Create a personal career development strategy.
- Rehearse capstone presentations.

### **Session 5 - Capstone Presentations at WEI Annual Meeting**

- Deliver a professional capstone presentation to an executive audience.
- Share ideas with senior leaders in the energy industry.

## **PROGRAM DETAILS:**

**Cost:** Tuition is \$5,499 per participant. The BPA Chief Culture Office will fund this opportunity. Supervisor approval is required. The participant's organization will fund all travel, per diem, and lodging expenses.

### **Program Dates & Locations:**

- Electric Utility Fundamentals + Insights Course: Feb. 14 to 15 (virtual)
- Session One: Feb. 27 to 29 (in-person)
- Session Two: Apr. 16 to 18 (in-person)
- Capstone Review: May 14 to 15 (virtual)
- Session Three: Jun. 24 to 27 (in-person)
- Session Four: Aug. 13 to 15 (in person)
- Session Five (WEI annual meeting) - Capstone Presentations: Sept. 22 to 24

In-person sessions will be on location at WEI member utilities. The WEI annual meeting and capstone presentations will be in Newport Beach, CA.

**Applicant selection:** BPA will select participants for the Business Acumen for Emerging Leaders Program in Oct. 2023.

Successful candidates will possess the following characteristics:

- Proven commitment to the organization.
- Time and management support to attend all sessions (approximately 20 days) and complete all projects/assignments between sessions (requires work outside of class).
- Avid learner; capable of independent study.
- Leadership development is included in their development plan.
- Willingness to share this experience with your organization.
- Not be involved in a current leadership program or other work project/s that will distract

or conflict with the session materials and independent study.

This opportunity requires significant commitment and sustained effort. Selected applicants are expected to:

- Attend all sessions and activities, including travel (over 20 working days).
- Complete course pre-work and homework assignments throughout the program.
- Interview others within their organization and research the business.
- Work on a team to develop a capstone topic and deliver a final presentation.
- Spend approximately 10 to 12 hours per month outside of session time on Capstone and homework activities.
- Have access to a computer or laptop with a functioning webcam and microphone to participate in virtual activities.

### **FURTHER INFORMATION:**

For additional information, contact Mr. Christopher Lee, WEI Program Manager:

[lee@westernenergy.org](mailto:lee@westernenergy.org)

### **HOW TO APPLY:**

Interested candidates are required to submit responses to the following questions (no more than one paragraph in length for each question):

- Describe your role and span of control as a manager. Include the number of direct reports and any additional employees reporting to you through others.
- Describe how this course fits into your long-term development plan.
- Have you participated in another leadership development program? If so, please describe the value gained from your participation.
- In addition to activities on your development plan, what else are you doing to increase your leadership skills? (i.e., community service, mentoring, other programs, etc.)
- What are your long-term career goals?

### **HOW YOU WILL BE EVALUATED:**

Subject matter experts will anonymously evaluate each candidate based on the quality of the narrative responses submitted.

### **CANDIDATE APPLICATION PACKAGE CHECKLIST:**

- Expression of Interest, containing a narrative response for each question, no longer than one page for each question.
- Completed and signed supervisory acknowledgment (Page 5)

### **HOW TO SUBMIT YOUR APPLICATION:**

Email your response narrative and completed supervisory acknowledgment statement to

[Leadership Development](#) by **11:59 p.m. PDT, Sept. 27, 2023.**

BPA will review applications submitted under this interest announcement and select participants for submission to WEI. Do not send applications directly to WEI.

Those selected must:

- Complete the WEI registration form.
- Submit a BPA external training request.



**Supervisory Acknowledgement**  
TRAINING ANNOUNCEMENT

I acknowledge that \_\_\_\_\_ has submitted an application for consideration for this training opportunity.

I understand that this interest announcement requires my pre-approval, and I approve this training for this applicant as part of their Individual Development Plan (IDP).

I understand that, if selected, the applicant must attend all scheduled sessions in the Western Energy Institute - 2024 Business Acumen for Emerging Leaders Program.

I understand that, if selected, I am responsible for funding all travel, lodging, and per diem expenses connected to this training for this applicant.

The Chief Culture Office - Leadership Development budget will fund all tuition (\$5,499).

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_ Routing: \_\_\_\_\_