



CMLDP Program Overview

2022-2023

Contract Management Leadership Development Program (CMLDP) Overview

CMLDP is an award-winning, 12-month program for contract management professionals at the journeyman level in government and industry-to build leadership skills, join a network of diverse peers, gain exposure to senior leaders in government and industry, and prepare to lead in the contracting community of practice. Graduates become members of the prestigious CMLDP Alumni Community.

CMLDP is a recognized and respected credential due to its depth and rigor. The program is highly competitive. Its selectiveness ensures that only dedicated and highly qualified applicants join each cohort.

Our program is devoted to your success and ongoing career advancement. You won't go it alone as a CMLDP student. Each participant will have a program and career mentor, one to guide you through the 12-month course and the other to serve as a guide throughout your development personally and professionally. Both mentors will help to create a personal development map.

What CMLDP Provides

- I. Every student receives comprehensive training and coaching in the three essential elements of business and organizational advancement. Each cohort receives a behavioral assessment tool, to improve work productivity, teamwork, leadership, and communication.

- II. Focused **Leadership** training:
 - Communication skills including crucial conversations
 - The role and impact of emotional intelligence
 - The Six-Step Problem Solving Method
 - Public speaking skills through facilitated sessions.
 - Coaching and mentoring provided by community senior leaders and CMLDP alumni
 - Provides NCMA education and next steps for leadership opportunities at the national and chapter levels

- III. Influential **Networking**:
 - Opportunities at all national in-person events including GCMS, Federal Summit (formerly known as SubCon), and World Congress
 - Opportunity to mingle with senior leaders, NCMA's Board of Directors, Board of Advisors, and committee members
 - Opportunity to connect with the members of the Subject Matter Expert panel

- IV. **Business Acumen**
 - Fundamentals of buyer and seller strategy
 - Participation and presentation in national business conferences including Government Contract Management Symposium, the spring Training Workshops, and World Congress
 - Leadership tools to support contract management
 - Development of professional writing and briefing skills.

Curriculum and Time Commitment:

Participation averages **3-5 hours weekly** for course activities, and participants must commit to the following scheduled activities:

Please note the dates are subject to change based on coach and/or presenter availability

Date	Time	Session Topic
August 23, 2022	12:30-1:30 pm ET	Monthly Cohort Discussion
September 27, 2022	12:30-1:30 pm ET	Monthly Cohort Discussion
October 25, 2022	12:30-1:30 pm ET	Monthly Cohort Discussion
November 22, 2022	12:30-1:30 pm ET	Monthly Cohort Discussion
December 3-6, 2022	All Day	GCMS - Washington, DC
December 20, 2022	12:30-1:30 pm ET	Monthly Cohort Discussion
January 24, 2023	12:30-1:30 pm ET	Monthly Cohort Discussion
February 28, 2023	12:30-1:30 pm ET	Monthly Cohort Discussion
TBD (3 nights, 2 days)	TBD	SubCon – Washington, DC area
March 28, 2023	12:30-1:30 pm ET	Monthly Cohort Discussion
April 25, 2023	12:30-1:30 pm ET	Monthly Cohort Discussion
May 23, 2023	12:30-1:30 pm ET	Monthly Cohort Discussion
June 27, 2023	12:30-1:30 pm ET	Monthly Cohort Discussion
July 11, 2023	12:30-1:30 pm ET	Monthly Cohort Discussion
July 23-26, 2023	TBD	World Congress/Graduation Nashville, TN

Cost:

If you are selected to join a CMLDP class, you will not be charged for the program itself. NCMA membership is not required to apply to the program. However, those selected must become NCMA members prior to the start of the program. Participants will need to cover their own travel-related costs. Participants are encouraged to seek financial support from their employers and local NCMA chapters. A sample budget worksheet is included in the justification packet.

Details for each conference are provided here: [SubCon](#), [World Congress](#), and [GCMS](#).

Credits and Benefits:

- Graduates will receive no less than 160 CPE hours and one complimentary Online Preparatory Course for an NCMA certification upon completion of the program.
- Participants receive complimentary registration to GCMS, the new spring event, and World Congress while in the program.

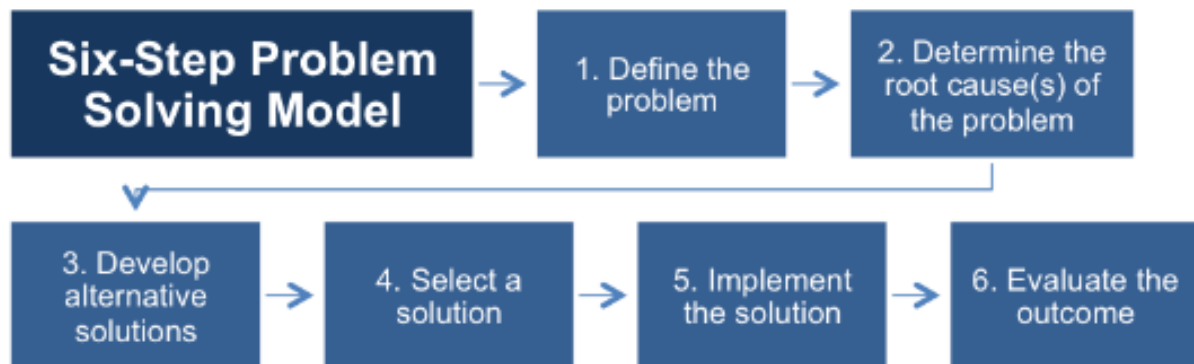
Curriculum: (160 CLPs)

3 Coaching opportunities:

- Program Mentor – Each participant will be assigned a program mentor who will guide them through the program. They will have at least 1 monthly 1:1 session to ensure consistent feedback throughout the duration of the program.
- Career Mentor – Each participant will be assigned a Senior contracting professional who will establish a relationship and provide both professional and personal development guidance to a single student throughout the program year. They will have at least 1 monthly 1:1 session to ensure consistent feedback throughout the duration of the program.
- Subject Matter Expert (SME) Resource Group (SRG) – a panel of contract management professionals will be available to the cohort to assist with projects or offer advice related to the contracting profession.

Assignments:

All assignments will be based on The Six Step Problem Solving Model which includes the following steps:



Assignments include the following:

- **DiSC Assessment:** The DiSC Assessment is used to measure participants' behavioral and work style and will be used for further discussion on emotional intelligence, communication, teamwork, and leadership.
- **Individual Technical Project:** The individual project is a real-world technical problem related to contract management that participants will solve using the six-step problem solving model. This project will include an executive brief at the end of the assignment. See below for more details.

- **Leadership Group Project:** The group project is a leadership business problem that will be solved using the six-step problem solving model. Each assignment will be one 'step' towards solving the business problem and will include an executive brief at the end of the assignment. See below for more details.

This is a professional program where full attendance and participation is expected. Dismissal from the program is at the discretion of NCMA staff, the coach, and coach-elect.

Graduation

Graduation will be conducted Tuesday morning of World Congress. Please feel free to invite friends and family to celebrate at no additional cost for the conference.

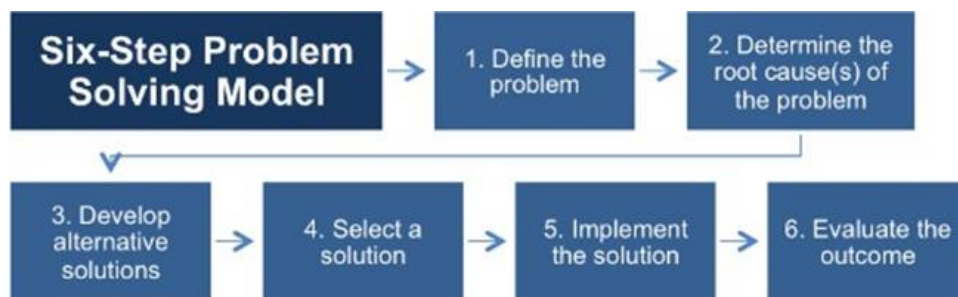
***Please note that NCMA does not cover the cost of travel, lodging, or meals for invited guests.*



Contract Management Leadership Development Program

Individual Technical Assignment

Instructions: Solve a technical business problem using the six-step problem solving model:



You must select a “technical problem” (e.g. contracting or acquisition-related) topic for your assignment. Each step of the Six-Step Problem Solving Model will serve as a portion of the assignment. Please refer to the 6-step problem solving process document in Path for more information on each section. Prompts for technical problems are available in Path, but topics are not limited to the prompts provided. **All topics must be approved by the Program Manager.** The assignment will be broken into the following sections:

1. **Define the problem:** Submit a problem statement to path and send to review panel
2. **Determine the root cause(s) of the problem:** Perform any necessary analyses (i.e. Gap or SWOT analysis) and submit analysis to Path and send to mentors for feedback
3. **Develop Alternate Solutions:** Develop 2-3 alternate solutions and present the problem and potential solutions to the cohort at GCMS. The cohort will then present questions to each and engage in a discussion to assist you in selecting the best solution.
4. **Select a Solution:** After GCMS, discuss the selected solution with your mentor for feedback
5. **Implement a Solution:** Submit an executive summary regarding the problem and how you intend to solve it
6. **Evaluate the outcome:** Present a professional brief at the spring in-person event discussing the problem, solution, and how you plan on evaluating the success of the solution
7. You will submit assignments on or before the due date. Each mentor will provide comments back to you. It is up to you to find an opportunity to discuss those comments with your mentors before the deadline.

GUIDELINES

- Length: There is no length requirement. Any written submissions should be brief and concise as would be expected in a professional setting.
- Spacing: Double-spaced
- Font: Times New Roman 12
- Page numbering: Number all pages
- Table of Contents: None
- Endnotes: Endnotes will be used rather than a bibliography. See any CM Magazine for examples.

DEADLINES

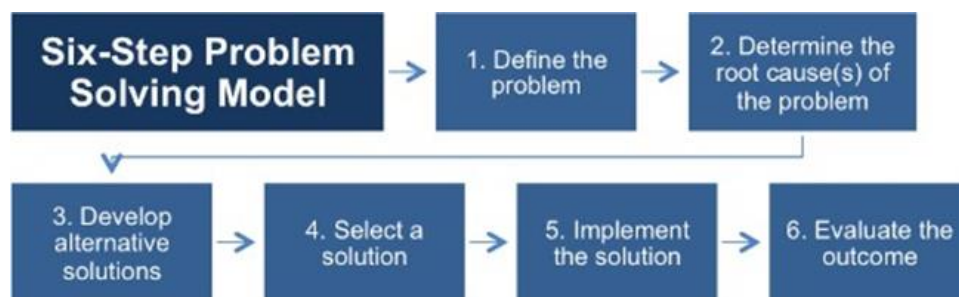
- October 3, 2022 - Submit topic proposal to CMLDP Program Manager
- October 17, 2022 - Step 1: Submit problem statement to Path and review panel
- November 7, 2022 - Step 2: Submit root cause analysis to Path and mentor
- December 4, 2022 - Step 3: Alternate Solutions presentation at GCMS
- January 16, 2023 - Step 4: Select a solution and discuss with mentor
- February 13, 2023 - Step 5: Submit executive summary to Path and send to mentor
- TBD, Spring 2023: Step 6: Business problem briefing and evaluation plan presentation at spring in-person event



Contract Management Leadership Development Program

Group Leadership Assignment

Instructions: Solve a leadership business problem using the six-step problem solving model:



You must select a “leadership problem” (e.g. organizational) topic for your assignment. Each step of the Six-Step Problem Solving Model will serve as a portion of the assignment. Please refer to the 6-step problem solving process document in Path for more information on each section. Prompts for technical problems are available in Path, but topics are not limited to the prompts provided. **All topics must be approved by the program manager.** The assignment will be broken into the following sections:

1. **Define the problem:** Submit a problem statement to path and send to group mentor
2. **Determine the root cause(s) of the problem:** Perform any necessary analyses (i.e. Gap or SWOT analysis) and submit analysis to Path and send to mentors for feedback
3. **Develop Alternate Solutions:** Develop 2-3 alternate solutions and present the problem and potential solutions to your group mentor. The mentor will then present questions to each and engage in a discussion to assist you in selecting the best solution.
4. **Select a Solution:** Discuss the selected solution with your mentor for feedback
5. **Implement a Solution:** Submit an executive summary regarding the problem and how you intend to solve it
6. **Evaluate the outcome:** Present a professional brief at World Congress discussing the problem, solution, and how you plan on evaluating the success of the solution

You will submit assignments on or before the due date. Each mentor will provide comments back to you. It is up to you to find an opportunity to discuss those comments with your mentors before the deadline.

GUIDELINES

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DEADLINES

- December 12, 2022 - Submit topic proposal to CMLDP Program Manager
- January 9, 2023 - Step 1: Submit problem statement to Path and group mentor
- February 26, 2023 - Step 2: Submit root cause analysis to Path and group mentor
- April 3, 2023 - Step 3: Submit alternate solutions to Path and group mentor
- May 8, 2023 - Step 4: Select a solution and discuss with mentor
- June 12, 2023 - Step 5: Submit executive summary to Path and send to mentor
- July 23, 2023: Step 6: Business problem briefing and evaluation plan presentation at World Congress