

August 16, 2000

Ms. Debra Eddington, Program Director  
Women's Executive Leadership Program  
Leadership Development Academy  
600 Maryland Avenue, S.W. Suite 300  
Washington, D.C. 20024-2520

Dear Ms. Eddington:

This letter is in response to your July 25, 2000, memorandum to all 1999-2000 Women's Executive Leadership Program (the program) participants and supervisors asking that we complete a second Leadership Effectiveness Inventory (LEI) questionnaire. In the letter to first-line supervisors, you note that the responses are essential in attaining a complete picture of your direct reports, leadership strengths and developmental changes after participating in the program. While the experiences and opportunities afforded by this program are truly exceptional and we both fully support and endorse the program, we are uncertain that completing a second LEI questionnaire at this time will truly reflect the benefits of the program. This is due to the fact that over the past year, Mr. Rakovan has primarily concentrated on program-related activities as opposed to Office work assignments (since January, with the exception of some limited time in May and June, Mr. Rakovan has been out of the office on developmental assignments or training).

Thus, we question whether there is an adequate basis to complete the LEI questionnaire at this time. Instead, we believe that it would be of greater value to complete the LEI approximately three to six months after completion of the program. This way, both the supervisor and the participant would have adequate time to assess the benefits of the program as reflected in the participant's job performance. We would appreciate your consideration of this suggestion. If possible, we would like to complete the forms in this time frame.

If you would like to discuss this further with either of us, we can both be reached at (301) 415-3340.

Sincerely,

**/RA/**

Lance J. Rakovan, Health Physicist  
Office of State and Tribal Programs

**/RA/**

Paul H. Lohaus, Director  
Office of State and Tribal Programs

Debra Eddington

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