

**UNCLASSIFIED**



**Action Office:** ASSESSOR\_O\_I  
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**Date/DTG:** Dec 07, 2016 / 071530Z DEC 16  
**From:** SECSTATE WASHDC  
**Action:** SOMALIA, USMISSION *ROUTINE*; ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE *ROUTINE*  
**E.O.:** 13526  
**TAGS:** APER, AMGT  
**Reference:** A) [16 STATE 115856](#)  
B) 3 FAM 1214  
**Subject:** Leadership Day: Encouraging engagement at all levels

1. (U) SUMMARY: Wherever your current assignment and whatever your career stage, iLead, the Culture of Leadership Initiative, invites you to participate in the Department's inaugural Leadership Day on December 13. Employees serving in Washington are invited to attend all the sessions, while those across the United States and overseas are encouraged to connect virtually with the event or plan a corollary event at post. Ideas for Leadership Day activities for missions outside of Washington are in paragraph 3.
2. (U) The December 13 Leadership Day will highlight the Department's Leadership and Management Principles (Ref B) and showcase leadership best practices. In addition to remarks by Secretary Kerry, Leadership Day will feature reflections from other senior Department officials, as well as individual stories from employees throughout the Department. If you are in Washington, we invite you to [RSVP](#) and join us in person, or if time is limited, please stop by the Leadership Expo in the Exhibit Hall at the Harry S Truman building to learn about ongoing leadership initiatives and activities and network with your colleagues.
3. (U) For our colleagues in the field, we invite you to participate virtually in the December 13 events and take action to promote leadership in your office and mission. Here are some ideas for how you and your teams can get involved in Leadership Day 2016:
  - a. Organize a group viewing event and subsequent discussion. Leadership Day will be broadcast live on BNET as well as recorded for later viewing. Tune in to listen to Leadership Day's senior leader panelists and hear their ideas about promoting leadership throughout the Department.

- b. Visit the [Leadership Portal](#) for resources. Make use of the brand-new Leadership 2 Go packs for easy-to-implement ideas and activities. These resources were created as tools for you in the field to design and initiate leadership activities most beneficial to you and your colleagues. Learn about the offices and organizations featured at the Leadership Expo and see how these initiatives may be incorporated into your team or office's efforts.
  - c. Divide the Department's Leadership and Management Principles (LMPs) amongst your team and hold a series of short talks on how the LMPs are embodied at your mission: Model Integrity; Plan Strategically; Be Decisive and Take Responsibility; Communicate; Learn and Innovate Constantly; Be Self-Aware; Collaborate; Value and Develop People; Manage Conflict; and Foster Resilience.
  - d. Share your stories. iLead welcomes stories on how you have successfully implemented the Department's Leadership and Management principles (Ref A) Selected stories will be shared on iLead's site, and individuals may also be asked to submit video clips to supplement our living library.
  - e. Designate a post Leadership Champion and submit the individual's name to [iLead@state.gov](mailto:iLead@state.gov). iLead regularly shares information and resources, highlighting tools available across the Department to foster leadership at every level.
  - f. Check out the Department's mentoring resources and consider starting, revitalizing, or expanding mentoring and professional development programs at your post at all levels ([Foreign Service Mentoring](#); [Civil Service Mentoring](#)).
4. (U) iLead is a diverse group of employees responding to a groundswell of interest in promoting leadership throughout our organization. We are dedicated to advancing the [Leadership and Management Principles](#) established as guideposts to foster thoughtful leadership at all levels. iLead was created by employees to serve our Department and each other. With your engagement, we look forward to expanding and strengthening our efforts in 2017. Please be a part of the leadership dialogue. Share your feedback on Leadership Day and help us chart iLead's next steps by contacting [iLead@state.gov](mailto:iLead@state.gov)
5. (U) Minimize considered.