LEADERSHIP & MANAGEMENT PRINCIPLES

The U.S. Department of State relies on all employees, regardless of rank and title, to represent its mission and to embrace a set of principles that encourage the highest degree of morale and productivity and sets an expectation of leading by example.

1. MODEL INTEGRITY
   Hold yourself and others to the highest standards of conduct, performance, and ethics, especially when faced with difficult situations. Act in the interest of and protect the welfare of your team and organization. Generosity and credit for the achievements of the organization. Take responsibility for yourself, your resources, your decisions, and your action.

2. PLAN STRATEGICALLY
   Develop and promote attainable, shared short- and long-term goals with stakeholders for your project, program, team, or organization. Provide a clear focus, establish expectations, give direction, and monitor results. Seek consensus and unified effort by anticipating, preventing, and discouraging counterproductive confrontation.

3. BE DECISIVE & TAKE RESPONSIBILITY
   Provide clear and concise guidance, training, and support, and make effective use of resources. Grant employees ownership over their work. Take responsibility when mistakes are made and treat them as an opportunity to learn. Formally and informally recognize high-quality performance.

4. COMMUNICATE
   Express yourself clearly and effectively. Be approachable and listen sincerely. Offer and solicit constructive feedback from others. Be cognizant of the morale and attitude of your team. Anticipate varying points of view by soliciting input.

5. LEARN & INNOVATE CONSTANTLY
   Strive for personal and professional improvement. Display humility by acknowledging shortcomings and working continuously to improve your skills and substantive knowledge. Foster an environment where fresh perspectives are encouraged and new ideas thrive. Promote a culture of creativity and exploration.

6. BE SELF-AWARE
   Be open and sensitive to others, and value diversity. Be able to both the moral and morale of the team and be proactive about understanding and soliciting varying points of view.

7. COLLABORATE
   Establish constructive working relationships with all mission elements to further goals. Share best practices, quality procedures, and innovative ideas to improve the morale and a/t_titude of your team. Promote a culture of creativity and exploration.

8. VALUE & DEVELOP PEOPLE
   Empower others by encouraging personal and professional development through mentoring, coaching, and other opportunities. Commit to developmental and career planning, and provide a supportive environment. Promote a culture of creativity and exploration.

9. MANAGE CONFLICT
   Encourage an atmosphere of open dialogue and trust. Embrace healthy competition and encourage debate, prevent, and discourage counter-productive confrontation. Follow courtesies by expressing respectfully when appropriate.

10. FOSTER RESILIENCE
    Embrace new challenges and learn from them. Persist in the face of adversity. Take calculated risks, manage pressures, be flexible, and acknowledge failure. Show empathy, strength, and encouragement to others in difficult times.