

OKLAHOMA  
FEDERAL EXECUTIVE BOARD



2020  
ASPIRING LEADERSHIP SERIES

## OK FEB 2020 Aspiring Leadership Series

Your Oklahoma Federal Executive Board (OK FEB) has created a series of training opportunities in an effort to grow and develop our agency leaders of tomorrow. These trainings are designed to help develop and improve critical skills and abilities every leader must possess in order to be successful.

**WHO SHOULD ATTEND?** These trainings are recommended for federal employees and military personnel in the GS-5 to GS-10 range (and equivalent).

**PRICING & ATTENDANCE FLEXIBILITY:** \$125 per person, per course

| <b>TRAINING SCHEDULE</b> |            |                  |   |   |
|--------------------------|------------|------------------|---|---|
| <b>MONTH</b>             | <b>DAY</b> | <b>DATE</b>      | <b>TOPIC</b>                                  | <b>LOCATION</b>   |
| April                    | Wednesday  | 29 <sup>th</sup> | The Indispensable Administrative Professional | VIRTUAL, via Zoom (Government Account)                                      |
| June                     | Tuesday    | 30 <sup>th</sup> | The Business Writing Workshop                 | OKC County Health Dep't<br>2600 NE 63 <sup>rd</sup> Street<br>OKC, OK 73111 |

**OK FEB**  
**2020 Aspiring Leadership Series**

DATES: Wednesday, 29 April 2020

TIME: 0800-1600

LOCATION: VIRTUAL. We will be using our Government Zoom account.

TOPIC: The Indispensable Administrative Professional

PRESENTER: Leadership Development Institute

OVERVIEW: More and more, administrative professionals are being given managerial duties and responsibilities. Keeping the boss or office organized, on time, and on track is often a challenge. By the end of this program, participants will understand what it takes to be a first-rate administrative professional. Often times you are called upon to communicate, plan, organize, negotiate and participate in the decision-making process for your boss or office. This course is especially designed for administrative professionals to master techniques for goal setting, prioritizing, planning, decision-making, relationship building and listening.

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DATE: Tuesday, 30 June 2020

TIME: 0800-1600

LOCATION: OKC County Health Dep't  
2600 NE 63rd Street  
OKC, OK 73111

TOPIC: The Business Writing Workshop

PRESENTER: Skillpath

OVERVIEW: In this course, you will learn proven tips and techniques that guarantee every message you write- in emails, letters, everything-will be polished and on target, representing both you and your agency in a highly professional manner. This includes pre-writing strategies, mastering the writing process, post-writing techniques to clean up your writing, and much, much more!

## OK FEB 2020 Aspiring Leadership Series

| Registration information |  |
|--------------------------|--|
| Name of participant:     |  |
| Agency                   |  |
| Phone:                   |  |
| Email:                   |  |

| WORKSHOPS                                     | PRICE | INDICATE BELOW |
|---|-------|----------------|
| The Indispensable Administrative Professional | \$125 |                |
| The Business Writing Workshop                 | \$125 |                |

| ACCEPTABLE METHODS OF PAYMENT: |       |               |
|--------------------------------|-------|---------------|
| Credit Card                    | Check | Gov't Voucher |
|                                |       |               |

Contact for Payment: \_\_\_\_\_ Phone: \_\_\_\_\_

|            |   |
|------------|---|
| Mail:      | Oklahoma Federal Executive Board<br>215 Dean A. McGee, Ste 349, Oklahoma City, OK 73102 |
| Email:     | <a href="mailto:Lisa.Smith-Longman@gsa.gov">Lisa.Smith-Longman@gsa.gov</a>              |
| Questions: | 405-231-4167  |

### OK FEB's Cancellation Policy:

**Refunds:** All OK FEB sponsored events are fully refundable for 3 calendar days (72 hours) after the date of purchase and up to 7 calendar days before the event.

**Refunds for Cancelled Events:** If an OK FEB sponsored event is cancelled and not rescheduled, you will receive a full refund.

**Refunds for Rescheduled Events:** Refunds will be issued for rescheduled events for 5 calendar days following the announcement of the rescheduled date/time. However, you are permitted to exchange your reservation for another scheduled event and transfer your reservation to another employee at no cost.