



Federal Executive Board Presents the



2019 Leadership Series

A Local Approach to Improving Leadership Competencies



May through September 2019

The Federal Executive Board of Oklahoma has created a series of training days to address the unique needs of managers/supervisors in public service. Through interagency training opportunities such as this, each agency enjoys the sliding scale of savings created by the entire governmental community. We've identified speakers and topics to bring a wealth of valuable insight into our changing needs.



A bit like “magic”, this series of training offers flexibilities that are not traditionally available in long-term training programs. You can send one person to all five workshops, enabling a well-rounded year of training or you can send a different individual to each training event based upon professional development needs.

This flexibility is unique and allows you to budget for an entire year's worth of courses at the lowest possible rate. You pay once for five series tickets and you decide how you distribute them. If your designee cannot attend—send someone else. Use them as developmental tools or possibly incentive awards. You can also register for individual sessions, still at a cost-effective price. You decide.

Importance of building on leadership competencies in your organization:

"An empowered organization is one in which individuals have the knowledge, skill, desire, and opportunity to personally succeed in a way that leads to collective organizational success."

—Stephen R. Covey, Principle-centered Leadership

Building on Existing Strengths and Tapping Unknown Resources!

Government employees, at all levels, are expected to do “more with less”; this has become an ongoing requirement of our employment and an expectation of the public we serve.

How do we continue to improve?

Taking our stewardship seriously, government leaders, managers, and supervisors continuously seek opportunities for increased efficiency and effectiveness.

Attending FEB-sponsored training provides you with ideas, strategies and tools to be more effective. The networking opportunity you have with leaders and managers from other agencies in attendance provides you with resource contacts that can make you more efficient.

Who Should Attend:

Government Leaders/Managers, Supervisors and Aspiring Leaders who:

- Are responsible for leading, supervising or implementing major changes in an organization;
- Are seeking to build upon existing strengths
- Are looking for additional thoughts and strategies to increase effective leadership; and
- Are seeking efficient, low-cost, solution-focused training in the local area at which you can network with other government leaders.

These trainings are designed to:

- Build on the participant’s strengths
- Introduce ideas on how current skills and abilities can be utilized in various ways to increase effectiveness, and
- Provoke thought on how to use what you already know in an innovative, cutting-edge fashion.

HOW DO WE PAY FOR THIS?!

The Oklahoma FEB has coordinated this training so that that government employees may attend quality training without the cost and time associated with the need to travel. Each training course is designed to address one or more of the leadership competencies needed by managers, supervisors, and aspiring leaders for their personal success and the success of our federal organizations. Maximum flexibility is provided through the ability to purchase one seat in each of the five training sessions in a “set” (maximum savings) or choose only the training sessions in which you are interested. Payment may be provided by check, government voucher or credit card.



Each training day will be held at Remington Park located at One Remington Place, Oklahoma City (south of I-44 and Martin Luther King Blvd)

Due to the current lapse in appropriations for some of our federal agencies, registrations will remain open until one week before each training day to provide maximum flexibility!

Keeping Everyone Safe and Secure

May 16, 2019



(1-day Course)

De-escalate - Disengage – Defend Prevent workplace violence, handle emergencies and be prepared for any situation. Learn simple, effective ways to protect yourself, your co-workers, and as an employer . . . your employees.

This interactive program focuses on enabling individuals to rapidly identify early signs of potentially aggressive or threatening behavior and provide strategies to respond to these situations appropriately and safely.

Being prepared does not mean being paranoid. Learn practical measures to recognize and respond to aggressive behavior in the workplace.

Upon completion of this program participants will be able to:

- Identify early indicators that an individual’s behavior may be escalating towards aggression or violence
- Discuss the importance of early recognition and intervention in escalating situations
- Recognize indicators of potential escalation such as vocal tone and volume, threatening postures and other non-verbal cues
- Identify verbal direction and de-escalation techniques appropriate for use in the workplace
- Identify body postures and safety distances that staff may use to afford additional protection when unavoidably confronted with aggressive or violent behaviors
- Identify the importance of understanding their organization’s policies and procedures relating to managing aggressive or violent situations in the workplace
- Discuss the importance of incident reporting procedures as they relate to acts of aggression or violence in the workplace

Who Should Attend:

Senior Leaders all the way to the front line supervisor and aspiring leaders. All employees could benefit from this skill building session to learn practical measures to respond to aggressive behavior, whether it be from within or outside the organization.

Responsibility of Leadership in a Diverse Organization

June 18, 2019



(1-day Course)

Managing workplace diversity extends far beyond providing sensitivity training to employees. Diversity is best learned through watching the actions and behavior of the organization's leaders. Therefore, a company leader plays a bigger role than any type of training session, mandatory or otherwise. Communication, Strategy and Support are key tools in leadership's toolkit when it comes to leading a diverse workforce and customer base.

It's not the law that affects people's attitudes toward diversity -- that's a leader's role.

What will be Covered

- Ten Skills Every Manager Needs
- Mentoring programs and leadership responsibilities to nurture employees
- Career advancement opportunities
- Develop an understanding of cultural backgrounds
- Cross cultural communication
- Benefits of climate assessments which can provide leaders insight into workers preferences

How You Will Benefit:

- Develop a communication strategy about diversity that is as essential to the executive officer's message as rising stock prices.
- How to strategize with relation to a diverse workforce.
- Recruit and retain the brightest employees who will make the greatest contributions to the organization.
- Promote respect for the wise sages of the workforce possessing a wealth of knowledge, as well as millennial and Gen – X employees who bring new insights, current trends and pop culture, to the table.
- Create an inclusive culture that celebrates differences
- Foster creativity and innovation through diversity and inclusion
- Understand the economic facts of diversity in the workplace

Who Should Attend:

All employees; so as to recognize and understand the importance of successfully working in a diverse environment, grow professionally, and become a more effective member of the organization.

Working with you is Killing Me Dealing with Difficult People

July 10, 2019



(1-day Course)

At some point in your career you will work with someone you find to be difficult. When we were in school, we each had a teacher whose class we hated to attend. We even have family members we don't get along with, so why wouldn't we work with someone we find difficult? IT'S INEVITABLE.

Fear not! It doesn't have to be a death sentence, this Seminar will show you how to work effectively – EVEN WITH THOSE YOU DON'T LIKE.

“Yea, but, you don't understand who I work with.” You're right. However, just as we were able to go to school with the class bully, the tattler, and the teacher's pet, we can show you strategies for working with the most annoying people in your office... NOT YOU, OF COURSE ☺

How You and Your Team will Benefit:

- Understand your personality type and how you can unwittingly rub others the wrong way
- Leave with an action plan to start improving your workplace relationships immediately
- Practice proven techniques for building rapport with the most challenging personalities
- Enhance your ability to think and react on your feet
- Identify cathartic ways to manage frustration and make room for creative solutions

This course offers insights into dilemmas on issues such as:

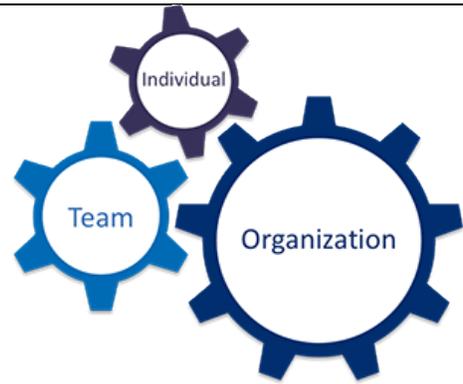
- Working with the Bosses Pet
- Working with those who may not pull their share of the weight
- Co-workers who consistently show up late
- Individuals with no professional ethics
- The supervisor with little or no experience who supervises YOU
- Practice proven techniques for building rapport with the most challenging personalities
- AND MUCH MORE!

Who Should Attend and Why?

Executives, New and Experienced Supervisors, Managers, Team Leaders, Administrative Assistants; Employees seeking communication essentials

Thriving in the “C” Suite Executive Core Competencies

August 6, 2019



(1-day Course)

Where along the corporate ladder do you start to exchange some of your technical competencies for the often more complicated leadership competencies? Are you a change leader or simply waiting to see what happens? Do you bring vision and strategic thinking to the table? Or do you simply wait to be told what needs to be done? Today’s executives are no longer looked at simply for their “job” skills.

The focus is to bring you to a higher level of thinking and leading, it is a mind-shift from what you’ve always done...to what you must do to stay in the game. How to rapidly adapt to changing conditions, new information, or unexpected obstacles. You will be able to develop new insights into situations and encourage new ideas and innovations all while managing your daily activities and navigating the operation of your organization to ensure it is accomplishing the mission.

What You will Cover:

- Techniques to improve the effectiveness and productivity for yourself and your team
- Traits that successful leaders demonstrate to make things happen (including focus and energy)
- The behaviors associated with the Focus-Energy Matrix
- Steps to determine what your team’s time management problem might be
- The ‘Circle of Thinking’ (Critical, Strategic and, Systems) and how to apply each to relationships, tasks, projects, program management, and organizational skills
- Different approaches to thinking (Analytical, Inquisitive, Insightful, Open-minded, Systematic, Timely, Truth-seeking)
- Leadership lessons and applications for transitioning to a global thinker
- What great leaders do daily
- Becoming a ‘Force Multiplier’ and increase your accomplishments and those of your team
- The hazard of ‘unproductive busyness – aka ‘active nonaction’
- Personalized Thinking Style Assessment

Who Should Attend and Why?

This is one day of advanced supervision and leadership building.



**FEB Leadership Series-2019
Registration and Enrollment information**



Name of Participant: _____

Agency: _____

Address: _____

Phone: _____ Email: _____

\$\$ Price Saver Series \$\$
 Full Series—All 5 Days \$750.00

<input type="checkbox"/> Pick three for \$500.00 <input type="checkbox"/> May 16th <input type="checkbox"/> June 18th <input type="checkbox"/> July 10th <input type="checkbox"/> August 6th <input type="checkbox"/> September 10th
--

Individual Training Day “Menu Prices”

- Keeping Everyone Safe and Secure – May 16, 2019 – \$175.00
- Leading a Diverse Organization – June 18, 2019 – \$175.00
- Working with you is Killing Me —July 10, 2019 – \$175.00
- Thriving in the “C” Suite (ECC) – August 6, 2019 – \$175.00
- Managing Change –Tools for Leading Successful Transitions – September 10, 2019 – \$175.00

Location: Remington Park, One Remington Place, Oklahoma City, OK

Agency/Registrant may pay by:

- check credit card government voucher

Contact for Payment: _____ Phone: _____

Please mail to:	Federal Executive Board, 215 Dean A. McGee, Ste 349, Oklahoma City, OK 73102
Fax to:	(405) 231-4165
Or Email to:	LeAnn.Jenkins@gsa.gov or Lisa.Smith-Longman@gsa.gov
Call to provide payment info:	FEB Office voice line: 405-231-4167

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through May 3, 2019. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!