

Oklahoma Federal Executive Board
2022 LEADERSHIP SERIES



OK FEB 2022 Leadership Series

Your Oklahoma Federal Executive Board (OK FEB) is hosting a series of trainings focused on addressing the needs of our military and civilian leaders, managers, and supervisors.

OVERVIEW: The OK FEB 2022 Leadership Series is a unique interagency training opportunity, designed to offer a variety of professional trainings at a significant cost savings and the opportunity to network with supervisors and leaders from other federal agencies across the state.

OBJECTIVE: The objective of the OK FEB 2022 Leadership Series is to:

- Build on the participant's strengths
- Introduce new ideas on leading
- Improve current skills and abilities in various ways to increase effectiveness
- Provoke critical thinking
- Improve strategies to increase effective leadership
- Network with other government leaders

WHO SHOULD ATTEND? Military and civilian leaders, managers, and supervisors.

PRICING & ATTENDANCE FLEXIBILITY

Beginning this year, we have made significant adjustments to the pricing of the Leadership Series, making affordable for everyone to attend.

\$120/person, per event

** The average market price for each course is \$300/person.*

The training and pricing schedule affords you and your employees with a wide array of options. These include:

1. Send one person to all five workshops.
2. Send a different individual to each workshop based upon professional development needs.
3. If your employee is unable to attend, send someone else.
4. Register for one, three or all five workshops.

OK FEB 2022 Leadership Series

Training Schedule

| DAY | MONTH | DATE | WORKSHOP TOPIC | LOCATION |
|------------|--------------|-------------|--|---|
| 25 | May | Wednesday | Reposition the Mirror & The Power of Pivot | Rose State College, Midwest City, OK |
| 28 | June | Tuesday | Emotional Intelligence & Effective Communication | Rose State College, Midwest City, OK |
| 26 | July | Tuesday | Conflict Competence | OKC Public Works, OKC, OK |
| 23 | August | Tuesday | Employee Engagement & Leading Change | Rose State College, Midwest City, OK |
| 27 | September | Tuesday | Critical Thinking | Rose State College, Midwest City, OK |

LOCATION ADDRESSES

Rose State College
1720 Hudiburg Dr
Midwest City, OK 73110

OKC Public Works
3738 SW 15th Street, Building #3
OKC, OK 73108

OK FEB 2022 Leadership Series

DATE: Wednesday, 25 May 2022

TIME: 0900-1530

LOCATION: Rose State College

TOPIC: Reposition the Mirror & The Power of Pivot

PRESENTER: Mr. Jeffrey Vargas

OVERVIEW

Reposition that Mirror: Behaviors and Systems of a Rising Leader

Have you ever been in a situation where you glance in the mirror and start to think that things look a little off? Your mind might even wonder, and you could start to think of some of the immediate changes you want to make, only to realize that it was not you who was off, but your reflection in that mirror. The reflection was inaccurate because you were not seeing yourself in the best light. In the workshop you will learn:

- How your self-identity influences your leadership capacity
- How to identify and practice “positive mirror self-talk” to increase your own leadership profile
- Two actions and three habits that will influence your belief system and daily leadership practices
- Learn how to reclaim your leadership identify and create and deploy your own leadership repositioned road map

The Power of Pivot

Are you experiencing a redefinition of some of the most important components of your life – are there changes afoot in both your work and family life? If there are things happening, know that you are not alone; “new normals” are arising and some individuals are flowing with the changes that are taking place and others are struggling to move from what was, into a state of what will be. This workshop will help you and those you work alongside understand the importance of identifying, owning, and executing your own personal and work life pivots. This workshop will help you understand what it means to proactively pivot and how to allow yourself to pivot with courage and grace. Upon completion of this workshop, you will:

- Know and understand what a pivot is and when to execute and own your pivot moment.
- Identify and practice the habits of effective pivoting.
- Understand how to practice self-care and wellness during and after a pivot
- Understand and practice the four steps to an effective pivot

OK FEB 2022 Leadership Series

DATE: Tuesday, 28 June 2022

TIME: 0800-1600

LOCATION: Rose State College

TOPIC: Emotional Intelligence & Effective Communication

PRESENTER: Transformation Partners

OVERVIEW

Emotional Intelligence often determines who will climb the workplace ladder and who will be passed over. Your emotional intelligence quotient (EQ) is your capacity to reason and analyze emotional information. Becoming aware of your emotions can help you become resilient in being attuned to your needs and the needs of others, and help you make better decisions and develop better relationships. Leaders with a strong mixture of emotional awareness, self-management, and social skills navigate relationships more effectively and are more likely to be successful in their communication efforts. This training will give you the tools to strengthen your ability to negotiate and compromise, gain consensus and collaboration, and create a cohesive team. This workshop will help participants develop a truly engaging and responsive communication style, leading to positive results for the individual and the organization.

Participants Will Learn:

- Emotional Intelligence (EQ) dynamics in work settings and situations
- How to own your emotions through self-awareness and personal regulation
- The process of building self-management skills when determining appropriate emotional intelligence actions
- How to become aware of the emotions of others when assessing EQ situations
- Use the right phrases to communicate what you intend
- Responding appropriately
- Active listening skills
- Asking clarifying questions
- Persuasion

OK FEB 2022 Leadership Series

DATE: Tuesday, 26 July 2022

TIME: 0800-1600

LOCATION: OKC Public Works

TOPIC: Conflict Competence

PRESENTER: Department of Transportation, Transportation Safety Institute

OVERVIEW

This course is based on understanding pre-mediation conflict as a neutral occurrence and handling such based on differing personal conflict style preferences in involved parties. Taught by Michael Rawlings, an expert in conflict dynamics and mediation, the Conflict Dynamics Profile identifies conflict specific behaviors to “help individuals and teams understand how they respond to conflict, what triggers can escalate conflict, and how to manage conflict more effectively.” Paired with the Thomas Kilmann Instrument, which “focuses on overusing or underusing one or more of five conflict-handling modes”, these assessments allow for a strong understanding of personal conflict behaviors.

OK FEB 2022 Leadership Series

DATE: Tuesday, 23 August 2022

TIME: 0800-1600

LOCATION: Rose State College

TOPICS: Employee Engagement & Leading Change

PRESENTER: Transformation Partners

OVERVIEW

Employee engagement is a necessary strategy for organizations that want to succeed in the workplace. Employee engagement is not an HR initiative that managers are reminded to do once a year. It is a key strategic driver of employee performance, accomplishment, and continuous improvement all year long. It is the outcome of how your organization interacts with people to drive business results.

Managers must think holistically about recruiting, compensation, rewards, performance management, succession planning, and leadership development if they want to truly engage their staff. Participants will learn:

- Define and recognize employee engagement
- Design jobs to motivate and engage
- Create an engaging work environment
- Retain your talent
- Use employee engagement strategies
- Prevent disengagement

Anticipating organizational opportunities and threats and then responding with planned, managed and sustainable change is one of the most strategic challenges facing leaders and managers today. Change abounds in our modern world and dealing with such change requires organizational resiliency. The willingness and ability to recognize and then respond to threats and challenges and engage in new organizational behaviors or performance, determines the difference between success and failure. Personal leadership skills in both thinking strategically and leading others toward agreed upon goals is essential in fostering change effort

Participants Will Learn:

- Increase your understanding of both the external and internal forces/drivers of change
- Understand why most change efforts fail to ignite or be sustained
- Determine the dynamics of being change resilient or resistant as an organization
- Study relevant examples to reinforce strong change management practices.
- Learn to apply best practices to your own organizational issues.
- Benchmark informally through group work and discussion
- Develop organizational change initiatives from building the business case to implementation.

OK FEB 2022 Leadership Series

DATE: Tuesday, 27 September 2022

TIME: 0800-1600

LOCATION: Rose State College

TOPIC: Critical Thinking

PRESENTER: Mr. Chris Zervas, Summit Solutions Group

OVERVIEW

Oxford Dictionary defines critical thinking as, “The objective analysis and evaluation of an issue in order to form a judgement.” This phrase critical thinking is a rich concept that has been developing throughout the past 2,500 years. With that said....

Does the quality of your team’s decision processes and conclusions need to improve? Is there a need for powerful, independent, and objective thinking? On average, every human created 1.7mb of data per second in 2020. In return, our attention span continues to rival that of a goldfish. Can we regain our thought processes, deal with data, and choose well? YES!

In this seminar, you will learn how to:

- Improve the ability to access the thinking that assesses oneself and those of your team
- Probe assumptions, rationale, and reasoning to complete the accuracy of one’s thinking
- Recognize and understand the power of utilizing Socratic questioning to challenge your team and yourself, forming objective conclusions

OK FEB 2022 Leadership Series

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

| COURSES | DATE | SELECTION(S) |
|---|-----------------------|--------------|
| The Power of Pivot and Reposition the Mirror | Wednesday, 25 May | |
| Emotional Intelligence & Effective Communications | Tuesday, 28 June | |
| *Conflict Management | Tuesday, 26 July | |
| Employee Engagement & Leading Change | Tuesday, 23 August | |
| Critical Thinking | Tuesday, 27 September | |

LOCATIONS: Rose State College and *OKC Public Works

Cost per session: \$120/person

Acceptable Methods of Payment Credit Card and Check (made payable to the Oklahoma Federal Executive Board)

| Contact information for Payment | |
|---------------------------------|--|
| Name | |
| Email | |
| Phone | |
| TOTAL PAYMENT: | |

| | |
|------------|---|
| Mail: | Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 349, Oklahoma City, OK 73102 |
| Email: | feboklahoma@gsa.gov |
| Questions: | 405-415-3123 |

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.

OK FEB 2022 Leadership Series

Supplemental registration information
(For agencies registering multiple employees)

| | |
|----------------------|--|
| Name of participant: | |
| Phone: | |
| Email: | |

| | |
|----------------------|--|
| Name of participant: | |
| Phone: | |
| Email: | |

| | |
|----------------------|--|
| Name of participant: | |
| Phone: | |
| Email: | |

| | |
|----------------------|--|
| Name of participant: | |
| Phone: | |
| Email: | |

| | |
|----------------------|--|
| Name of participant: | |
| Phone: | |
| Email: | |

| | |
|----------------------|--|
| Name of participant: | |
| Phone: | |
| Email: | |

| | |
|----------------------|--|
| Name of participant: | |
| Phone: | |
| Email: | |

| | |
|----------------------|--|
| Name of participant: | |
| Phone: | |
| Email: | |

| | |
|----------------------|--|
| Name of participant: | |
| Phone: | |
| Email: | |
| Email: | |