

Oklahoma Federal Executive Board
2023 LEADERSHIP SERIES



April 2, 1993 – April 2, 2023

Celebrating 30 years of being the Catalysts for Interconnected Government

OK FEB 2023 Leadership Series

The OK FEB 2023 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 2023 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

\$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.

Training Schedule			
DAY	MONTH	WORKSHOP TOPIC	LOCATION
Thursday 18 th	May	Secrets to Resiliency, Recovery, and Adaptability: Setting your Summer Goals	TBD OKC, OK
Thursday, 22 nd	June	AM: Emotional Intelligence PM: Effective Communication	TBD OKC, OK
Thursday, 20 th	July	AM: Workplace Conflict Resolution PM: Building High Performance Teams	TBD OKC, OK
Thursday, 24 th	August	AM: Change Management PM: Employee Engagement	TBD OKC, OK
Thursday, 21 st	September	AM: Secrets to Resiliency, Recovery, and Adaptability: Evaluating your Summer Goals PM: Critical Thinking for Critical Times	TBD OKC, OK

OK FEB 2023 Leadership Series

MAY

DATE:	Thursday, 18 May 2023
TIME:	0830-1600
LOCATION:	TBD. OKC, OK
TOPIC:	Secrets to Resiliency, Recovery, and Adaptability: Setting your Summer Goals
PRESENTER	Chris Zervas, Leadership Vision, LLC

OVERVIEW

Secrets to Resiliency, Recovery, and Adaptability: Setting your Summer Goals

Anxiety levels are measuring the highest of all time. Is it impacting your team's performance at work? Change influences all of us differently, yet you can find effective ways to manage instability, help your colleagues, and set attainable goals.

- Proven ways to ease unrest
- Discover how to help others on your team deal with their anxiety
- When change is thrust upon you, how to grow and adapt

OK FEB 2023 Leadership Series

JUNE

DATE:	Thursday, 22 June
TIME:	0830-1600
LOCATION:	TBD. OKC, OK
TOPIC:	AM: Emotional Intelligence PM: Effective Communication
PRESENTER	Dr. Shanna Ullmann, 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 2023 Leadership Series

JULY

DATE:	Thursday, 20 July
TIME:	0830-1600
LOCATION:	TBD. OKC, OK
TOPIC:	AM: Workplace Conflict Resolution PM: Building High Performance Teams
PRESENTER	Dr. Shanna Ullmann, Transformation Partners

OVERVIEW

AM-Workplace Conflict Resolution

Workplace conflict resolution is critical to the success of the organization and its people as they work together to deliver exceptional service. Employees and/or team leaders will be equipped with relevant knowledge and awareness of workplace conflict resolution that will improve personal and team productivity, all the while strengthening the team and its contributions to the overall organization

Participants Will Learn:

- Assess levels of workplace conflicts
- Identify reflexive behaviors
- Identify the five elements of the retaliatory cycle
- Initiate dialogue with a co-worker to solve a workplace conflict.
- State the issue in conflict in terms that promote cooperation and minimize defensiveness.
- Persuade a reluctant co-worker to participate in dialogue to solve a workplace conflict.
- Describe the necessary features of context (time-and-place environment) that will prevent failure of dialogue.

PM- Developing High Performance Teams

Success as a manager is heavily influenced by how well a team operates and what kind of results they achieve. Is your team able to solve problems? Can they resolve conflict? Are they enthusiastic and motivated to do their best? Do they work well together? This workshop is designed for participants who want to develop their team leadership skills and unleash the talent of their individual team members.

- Identify different types of teams.
- Build teamwork by recognizing and tapping into the 12 characteristics of an effective team.
- Promote trust and rapport by exploring team player styles and how they impact group dynamics.
- Recognize the key elements that move a team from involvement to empowerment and how to give these elements to a team.
- Develop strategies for dealing with team conflict and common problems.

OK FEB 2023 Leadership Series

AUGUST

DATE:	Thursday, 24 August
TIME:	0830-1600
LOCATION:	TBD. OKC, OK
TOPIC:	AM: Change Management PM: Employee Engagement
PRESENTER	Dr. Shanna Ullmann, Transformation Partners

OVERVIEW

AM- Change Management

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.

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

PM-Employee Engagement

Workshop Objectives:

- Gain knowledge of existing and more progressive change management models
- Assess their change management areas of strength and areas requiring improvement
- Create a plan to determine organizational and departmental readiness
- Clarify the fundamentals of change management
- Lead a change management initiative in their department
- Manage change from an operational and an employee perspective
- Evaluate a change initiative from three result perspectives: effort, organization and personal

OK FEB 2023 Leadership Series

SEPTEMBER

DATE:	Thursday, 21 September
TIME:	0830-1600
LOCATION:	TBD. OKC, OK
TOPIC:	AM-Secrets to Resiliency, Recovery and Adaptability, Evaluating your Summer Goals PM- Critical Thinking for Critical Times
PRESENTER	Chris Zervas, Leadership Vision, LLC

OVERVIEW

AM- Secrets to Resiliency, Recovery, and Adaptability: Evaluating your summer Goals

We'll revisit the goals you set in May and discuss your progress and that of your team.

PM- Critical Thinking for Critical Times

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

Let's discuss your critical thinking power:

- Improve the beliefs you possess and quality of your decisions
- Learn to process fact vs. what others call fact
- Learn the power of asking great questions

OK FEB 2023 Leadership Series

PARTICIPANT REGISTRATION FORM

AGENCY	
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Name of participant:					
Phone (work & mobile):					
Email:					
MAY	JUNE	JULY	AUGUST	SEPTEMBER	

Name of participant:					
Phone (work & mobile):					
Email:					
MAY	JUNE	JULY	AUGUST	SEPTEMBER	

Name of participant:					
Phone (work & mobile):					
Email:					
MAY	JUNE	JULY	AUGUST	SEPTEMBER	

Name of participant:					
Phone (work & mobile):					
Email:					
MAY	JUNE	JULY	AUGUST	SEPTEMBER	

Name of participant:					
Phone (work & mobile):					
Email:					
MAY	JUNE	JULY	AUGUST	SEPTEMBER	

Please complete and return the Participant Registration Form to the OK FEB office,
Ms. Lisa Smith-Longman at: lisa.smith-longman@gsa.gov

QUESTIONS: For questions, please contact Ms. Smith-Longman at: 405 231-4167

OK FEB 2023 Leadership Series

PAYMENT FORM

Cost per session: \$120/person

Acceptable Methods of Payment Credit Card (Personal or IMPAC)

Your payment POC will be contacted prior to the start of the OK FEB Leadership Series May workshop and provided a payment link.

Contact information for Payment	
Name	
Email	
Phone	
TOTAL PAYMENT:	

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.