



# Federal Executive Board Presents the



## 2015 Leadership Series

*A Local Approach to Improving Leadership Competencies*



**April through August 2015**

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 seminars, 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 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 held at the National Center for Employee Development (NCED) Conference Center and Hotel located at 2801 East State Hwy 9, Norman OK 73071. Map your driving directions at: <http://cc.nced.com/map.aspx>

## **SUPERVISOR'S FAST START**

**April 24, 2015**



### **(1-day Course)**

Make your move into your new supervisor position smoother and more successful. Attend this one-day class and gain skills and insights you need to lead with confidence and conviction. In your previous position, you did a great job, so well in fact that you were promoted.

Unfortunately the skills that got you promoted are not necessarily the skills you need to lead and supervise.

New supervisors have distinctive challenges as they move from the mindset of doing the work to supervising others. During this important transition, knowing what to do, and what not to do, is an essential part of his or her development and success. In this high-impact, interactive instructor led training, new supervisors will learn to succeed in this role.

### **This one-day training will take a look at:**

- Enhancing your interpersonal skills
- Establishing the foundation of trust and confidence with your employees
- Applying common sense inspirational principles to improve performance
- Building a solid team
- Creating a clear team vision
- Learning the value in having values to drive performance
- Increasing employee's accountability and responsibility
- Employing fair & consistent discipline guidelines
- Introducing and supporting change more effectively
- Ways to avoid the problems that sabotage many new supervisors
- What it takes to get productivity from people who aren't used to you being "the boss"
- How to increase your visibility and earn the respect your position deserves
- And much more!

## **Bomb Proof Constructive Feedback**



## **Leading employees at work -- when home comes with them**

**May 15, 2015**



**(1-day Course)**

### **Bomb Proof Constructive Feedback**

How do you balance leading toward the goal, but building team along the way? Learn proven strategies for day-to-day leadership and a decision tree to discern when a difficult discussion is needed. And how to handle it effectively. Discover:

- The right time for feedback. Time of the day, setting and delivery are critical
- Using praise and constructive criticism as leadership tools
- How to minimize stress and major confrontation through effective communication
- What must be present for feedback to be effective

### **Leading employees at work -- when home comes with them**

More than ever, employee's home lives are coming with them to work; and your employees are seeking a greater sense of community from the workplace. How do leaders empower and motivate employees for their well-being and that of the company? You'll discuss:

- Five different affirmation styles
- Independence vs. Interdependence
- Four Drivers that motivate employees

*Instructor has published a book, [Bomb Proof Constructive Feedback: Sustaining Healthy Conversations at Work](#) that will also be provided for each registrant attending this training day.*

# MANAGING CHANGE, BURNOUT AND NEGATIVITY

June 5, 2015



## **(1-day Course)**

Do you feel overwhelmed with the amount of changes your organization is implementing? Do you or your team struggle with fear of change, negativity, and high stress? Combine any of these and your projects suffers, while you and/or your team ultimately loses productivity.

Companies today encourage innovation, but this often hinders the administrative professional who already has too much on their plate, very tight deadlines and limited budgets. Who has time to be innovative?

## **WHAT WILL BE COVERED & YOU WILL TAKE AWAY**

- Understand the correlation between change and the grieving process
- How to communicate change effectively
- Understand your stress habits and how to change them
- How to prevent negativity from occurring in the first place
- Learn to identify the symptoms of negativity, before it damages your workplace
- How creating an environment of inclusion versus exclusion reduces negativity
- The relationship between Change, Burnout and Negativity

## **At the end of this course, class participants will know how to:**

- Manage change effectively and turn it into successful results. Transform traditional thinking habits into innovative thinking to stay ahead of the curve
- Motivate teams and reduce negativity to specifically increase productivity and raise morale
- Implement innovative strategies tailored to your unique team culture using brainstorming and mind-mapping techniques with real-world application

# **SERVANT LEADERSHIP**

**July 17, 2015**



## **(1-day Course)**

“Servant-leadership” approaches leadership in a fundamentally different manner than that of standard leadership conventions – with greater effectiveness and benefit.

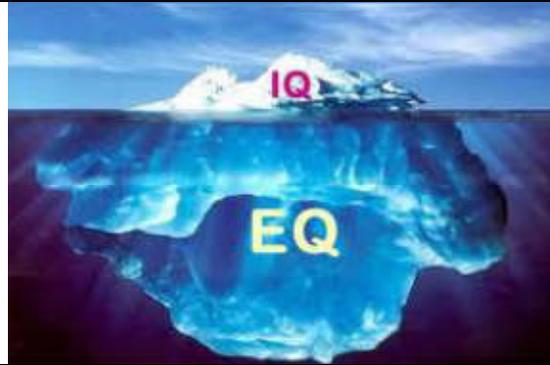
While standard leadership is commonly viewed as that which operates from a position of power, servant-leadership calls upon a leader to meet the legitimate needs of others, thereby gaining authority and the ability to influence followers.

This can be a revolutionary and challenging concept, in that prospective servant-leaders must look within themselves and approach the workplace in a way quite different than standard (paternalistic and autocratic) leadership paradigms.

This seminar will provide an introduction to servant-leadership and challenges the participants to develop (and/or improve) their servant-leadership skills.

# RAISE YOUR EQ

August 7, 2015



## **(1-day Course)**

You needed IQ to succeed in school...but you need emotional intelligence or EQ to succeed in life.

If you look at the most successful people on the planet, it's their EQ that helps them to rise to the top. There are many people with the same IQ as Oprah Winfrey and Bill Gates but it's their EQ that separates Bill and Oprah from others.

The good news is, that while your IQ remains pretty constant throughout your life, you may improve your EQ substantially. EQ is measured in 5 major areas.

## **WHAT WE WILL COVER**

- How to identify the root cause of your feelings, de-escalate your emotions and prevent them from interfering with your day
- What subtle body language and tone can unknowingly cause conflict with others
- Methods for beating procrastination
- How to reframe your thoughts and feelings about the 'hard' tasks
- Gracefully exit when your feelings are out of control

## **HOW YOU WILL BENEFIT**

- Calm yourself down in the presence of someone who is annoying you
- De-escalate an argument and transform it into a discussion.
- Feminine and Masculine style differences and how to communicate most effectively with both styles
- Generational differences (learn the different values and styles of radio-agers, baby boomers, Gen-Xers, and Gen-Yers so you can be a 'star' with all your co-workers!)
- Tools for working successfully with individuals from other cultures
- How to approach someone regarding an issue in such a warm, positive, non-combative way, that they don't even know



**FEB Leadership Series-2015  
Registration and Enrollment information**



Name of Participant: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**\$\$ Price Saver Series \$\$**  
 **Full Series—All 5 Days \$800.00**

**Pick three for \$500.00**  
 **April 24th**  **May 15th**  **June 5th**  **July 17th**  **August 7th**

**Individual Training Day “Menu Prices”**

- Supervisor’s “Fast Start” – April 24, 2015 – \$184.00
- Bombproof Constructive Feedback – May 15, 2015 – \$184.00
- Managing Change, Burnout & Negativity – June 5, 2015 – \$184.00
- Servant Leadership – July 17, 2015 – \$184.00
- Emotional Quotient – August 7, 2015 – \$184.00

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 320, Oklahoma City, OK 73102
Fax to:	(405) 231-4165
Or Email to:	<a href="mailto:LeAnn.Jenkins@gsa.gov">LeAnn.Jenkins@gsa.gov</a> or <a href="mailto:Lisa.Smith.Longman@gsa.gov">Lisa.Smith.Longman@gsa.gov</a>
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 April 1, 2015. 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!*