



Shared Training Opportunity for Supervisors

December 2-3, 2003



The VA Medical Center is coordinating this training and has made **50 seats** available for other federal agencies' supervisors through the Federal Executive Board.

The registration below must be completed and faxed to the Federal Executive Board and slots will be filled on a "first-come, first-served" basis.

Date:	Tuesday-Wednesday, December 2-3, 2003
Time:	8:00 a.m. – 4:00 p.m. (each day)
Location:	Coles Gardens, 1415 N.E. 63rd Street, OKC (on the north side of the street, across from the Cowboy Hall of Fame)
Who Should Attend?	New supervisors or 'seasoned' supervisors wishing to gain a refresher on any of the topics outlined.
Instructor:	Robert L. Grant , Lead HR Management Specialist Great Lakes Human Resources Management, Milwaukee, Wisconsin
Cost:	\$50.00

Name: _____ Agency: _____

Phone: _____ Fax: _____

Day 1 Agenda	Day 2 Agenda
<p>Program Overview Testing Your Leadership Impulse Your Role as mediator Video "You Be The Judge" The Recruitment & Selection Process/Staffing Pre-Test <i>Title 5/Hybrid Title 38 & Title 38 Personnel</i> Labor Management Relations <i>Basic Rights and Responsibilities Under the Law</i> Unfair Labor Practices <i>Workshops in ULPs and Dealing With Change</i> Better Understanding Past Practice <i>Workshops in What Constitutes Past Practice</i> Communicating with Bargaining Unit Employees/Weingarten Rights <i>Workshops in Formal Discussion & Investigative Meetings</i> On-The-Job-Coaching Video "The Practical Coach" Recommended Performance Standards for Supervisors Workshop: <i>Performance or Conduct Infractions</i></p> <hr/> <p><i>Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refund and cancellations will be permitted through November 25, 2003. 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.</i></p>	<p>Employee Relations Overview & Pre-Test Conduct & Ethics <i>Supervisory Case Studies</i> Overcoming Barriers To Misuse of Time & Attendance MSPB: <i>Coombs vs. Social Security Administration</i> Progressive Corrective Action/Table of Offenses & Penalties <i>Matching the Punishment to the Crime</i> Supporting Your Memory <i>Documentation for Third Party Reviews</i> Video "Documenting Discipline" <i>The Key to Correcting Performance & Conduct Problems</i> From Discipline to Discharge <i>Review of Formal Actions to Correct Misconduct</i> Introduction to Douglas vs. VA <i>A balance test: Mitigation versus Aggravation</i> Off Duty Misconduct <i>When a Nexus Exists</i> Intoxication in the Workplace <i>Your Responsibilities for a Win/Win Situation</i> The Role of EAP in Corrective Actions Use of Last Chance Agreements Dealing with Violent & Threatening Behavior <i>Metz vs. Treasury Case Law</i> The Crime Provision & Indefinite Suspensions Program Close</p>

Please fax to: (405) 231-4165 (this will not be available via online registration)