

Soaring to New Heights
2021



Virtual
LEADERSHIP SUMMIT II
August 9 - 13, 2021

REGISTRATION FORM

EMAIL ADDRESS*

FEW MEMBERSHIP NUMBER

SPECIAL PROVIDED CODE
(IF APPLICABLE)

* = Required Field

FIRST NAME*

LAST NAME*

JOB TITLE*

ORGANIZATION/
AGENCY*

WORK
ADDRESS LINE

1*

WORK ADDRESS LINE 2 _____

WORK CITY* _____

US STATE _____

ZIP (POSTAL CODE)* _____

WORK/MAIN PHONE _____

EXTENSION _____

FAX _____

MOBILE PHONE _____

ADA Requirements

Pursuant to the Americans with Disabilities Act, do you require any aids or services?

You may sign up for one training course of your choice by selecting the appropriate check box. If you select one course, you will not be able to select any other courses.

Course Selection

08/09/2021

8:00 AM - 4:30 PM **MONDAY THROUGH FRIDAY**

- 9901 - Special Emphasis Program Managers Course

08/10/2021

8:00 AM - 4:30 PM **TUESDAY and WEDNESDAY**

- 9902 - Leadership Certificate Course

08/09/2021

8:30 AM - 11:30 AM **MONDAY Training Courses - Monday Morning**

- 1101 - Organizing Word Content using Tables and Charts
- 1102 - Introduction of Microsoft SharePoint
- 1103 - Tips and Tricks with Microsoft Suite (Word, PowerPoint)
- 1104 - The Beginners Guide to Microsoft Publisher
- 1105 - Creating Newsletters with Microsoft Publisher
- 1106 - All About Federally Employed Women
- 1107 - How to Develop Others
- 1108 - Addressing Disciplinary Actions
- 1109 - Working Through Decades of Differences
- 1110 - Leading and Motivating People
- 1111 - Normal Is Gone, And It Won't Be Back!
(Coping With and Embracing Change)
- 1112 - Why Mentoring Matters

1:30 PM - 4:30 PM **MONDAY Training Courses: Monday Afternoon**

- 1201 - Creating Pivot Tables and Pivot Charts in Excel
- 1202 - Microsoft Project Essential Training
- 1203 - Excel Advanced Formulas and Functions
- 1204 - Introduction to Microsoft Outlook Email Integration
- 1205 - Organizing Word 2016 Content Using Tables and Charts
- 1206 - My Diversity Manager (MDM)
- 1207 - Workplace Civility
- 1208 - The Human Dimension of Leadership
- 1209 - Critical Thinking: A Focused Path to Problem Solving
- 1210 - Getting Your Financial House in Order

08/10/2021

8:30 AM - 11:30 AM **TUESDAY Training Courses: Tuesday Morning**

- 2101 - Word, Excel, and PowerPoint Shortcuts
- 2102 - Using Lookup Functions and Formula Auditing in Excel
- 2103 - Fundamentals of Windows 10
- 2104 - Introduction to Microsoft SharePoint
- 2105 - Access Database Basics
- 2106 - Overcoming Unconscious Decisions that Lead to Unexpected Consequences
- 2107 - Personal Diversity Paradigm (PDP)
- 2108 - Getting Unstuck: Simple Tools for Managing Complex Conflict
- 2109 - Introduction to Project Management Basics
- 2110 - Teamwork: United We Stand, Divided We Need Excedrin!
(Building teams, working as a team, personality differences in teams)
- 2111 - - The Effect of Automation on the Federal Workforce

1:30 PM - 4:30 PM **TUESDAY Training Courses: Tuesday Afternoon**

- 2201 - Word, Excel and PowerPoint - Shortcuts
- 2202 - Introduction to Cloud Fundamentals
- 2203 - Microsoft Publisher Advanced Training
- 2204 - Making Microsoft Documents Accessible
(Section 508 Compliant)
- 2205 - The Written Word: Mastering Effective Business Writing
- 2206 - Building Your Bench - Keys to Building a Leadership Pipeline
- 2207 - Effective Public Speaking - Even if Your Knees are Knocking!
- 2208 - Resilience in Times of Stress & Uncertainty
- 2209 - Thrift Savings Plan (TSP) Pre-Separation Workshop
- 2210 - Project Management Using Data
- 2211- Time and Attention Management
- 2212 - Getting Results without Authority

08/11/2021

8:30 AM - 11:30 AM **WEDNESDAY Training Courses - Wednesday Morning**

- 3101 - Advanced Tips and Tricks with Microsoft Suite
(Excel and One Note)
- 3102 - Creating Interactive Forms with Adobe
- 3103 - Using Lookup Functions and Formula Auditing in Excel 2016
- 3104 - Organize Your Projects with Microsoft Project
- 3105 - Equal Employment Opportunity: How Do You Stop
Harassment? An EEO Perspective
- 3106 - Influence and Collaboration
- 3107 - Empowerment = Agency + Accountability + Action
- 3108 - Transformational Leadership: Inspiring Innovation and
Leading Change
- 3109 - Strategic Project Management
- 3110 - Maximize Performance with an Individualized Healthy
Lifestyle Plan!
- 3111 - Write Right: Effective Writing Tools Workshop
- 3112- 3 C's of Assertive Communication

1:30 PM - 4:30 PM **WEDNESDAY Training Courses - Wednesday Afternoon**

- 3201 - Visio Essentials
- 3202 - Introduction to Adobe Professional
- 3203 - Intro to Pivot Tables and Dashboards in Excel
- 3204 - Creating a Basic Project Using Microsoft Project
- 3205 - PowerPoint Tips and Tricks
- 3206 - Thrift Savings Plan (TSP) Pre-Separation Workshop
- 3207 - Leadership Development
- 3208 - Importance of a Career Learning Plan
- 3209 - Planning Your Retirement
- 3210 - Introduction to Lean Six Sigma - Process Improvement/Lean6
- 3211 - Senior Executive Service (SES) Development - GS 13+
- 3212 - The Power of Influence

08/12/2021

8:30 AM - 11:30 AM **THURSDAY Training Courses - Thursday Morning**

- 4101 - Working with Documents in Adobe Acrobat
- 4102 - Data Security with Office 365
- 4103 - Using Word Templates to Automate Design Formatting
- 4104 - Visio Essentials
- 4105 - Exploring Cultural Assumptions
- 4106 - Mastering Successful Interviews
- 4107 - Climbing the Ladder to Career Success and Soaring to New Heights
- 4108 - Strategic Planning for Your Social Security Income
- 4109 - Preparing for the Interview for SES Positions
- 4110 - Preparing to Care
- 4111 - Build Your Own Accelerator™
- 4112 - Conflict Management: the PRM Approach to Conflict

1:30 PM - 4:30 PM **THURSDAY Training Courses - Thursday Afternoon**

- 4201 - Federal Resumes
- 4202 - Self Coaching: Cracking the Code to Developing yourself and Others
- 4203 - Women, Wealth, and Wisdom
- 4204 - Understanding and Enforcing your EEO Rights in the Federal Government
- 4205 - Common Agency Pitfalls Regarding Failure to Provide Reasonable Accommodations
- 4206 - Senior Executive Service (SES) Development Lower Grades
- 4207 - Transformational Leadership: Inspiring Innovation and Leading Change
- 4208 - Communicating Confidently, Credibility and with Clarity
- 4209- Thrift Savings Plan for Early to Mid-Career Employees
- 4210 - Career and Personal Development: Creating Your Personal Brand and Soar to New Heights
- 4211 - Leading People Through Change - Transition Management

08/13/2021

8:30 AM - 11:30 AM **FRIDAY Training Courses - Friday Morning**

- 5101 - Women & Retirement Planning: Strategies for a Financially Secure Future
- 5102 - Positive Approaches to Difficult People
- 5103 - Put Your Right Foot Forward...Your Body Will Follow!
- 5104 - Preparing and Writing Executive Core Qualification Statements (ECQs) for SES Positions
- 5105 - A New Perspective to Mature Your Diversity and Inclusion Program
- 5106 - Leadership and Management Skills: Boosting Morale in a Virtual Workspace
- 5107 - Exploring Cultural Assumptions: Having Uncomfortable Conversations with Ourselves
- 5108 - COVID-19 and Accommodation Issues (Religious or Disability)
- 5109 - Branding and Intellectual Wealth Management. How to outshine the competition.
- 5110 - Effective Management of Federal Grants