



FEDERALLY EMPLOYED WOMEN
2022 VIRTUAL LEADERSHIP SUMMIT III
SCHEDULE OF COURSE

Course No.	Session Name	Track	Page
9901	Special Emphasis Program Managers Course (July 18 through 22, 2022)	EEO	4
9902	Management Concepts Two Day Women Leadership Course	LEAD	4
9903	Chapter Presidents' Leadership Forum	LEAD	5
1101	Organizing Word 2019 Content Using Tables and Charts	CT	5
1102	Introduction to Microsoft SharePoint	CT	5
1103	Tips and Tricks with Microsoft Suite (Word, PowerPoint)	CT	6
1104	Introduction to Lean Six Sigma and Waste Identification	PML	6
1105	All About Federally Employed Women	CL	6
1106	Build Your Own Accelerator™	PD	7
1107	How to Develop Others	CA	7
1108	Gaslighting at Work: What it is and how it plays out	PD	7
1109	Understanding the Alternative Dispute Resolution (ADR) Process	LEAD	8
1110	Leading and Motivating People	LEAD	8
1201	Making Microsoft Documents Accessible (Section 508 Compliant)	CT	8
1202	Excel Advanced Formulas and Functions	CT	8
1203	Creating PivotTables and PivotCharts in Excel	CT	9
1204	Understanding Your Rights to Reasonable Accommodations	EEO	9
1205	Deliberately Leading Through the Disruption of Change	CA	9
1206	Mindset, Emotions and Money	FIN	10
1207	Self-Leadership: Better Thought Patterns for Enhanced Performance	CA	10
1208	Promoting a Sense of Belonging for your Virtual Team	PD	10
1209	What's Emotional Intelligence (IE) Got to Do with It?	PD	10
1210	Critical Thinking: A Focused Path to Problem Solving	PD	11
2101	Access 2019 Database Basics	CT	11
2102	Using Lookup Functions and Formula Auditing in Excel	CT	11
2103	Word, Excel and PowerPoint - Shortcuts	CT	11
2104	How to Write Business Email that Get Result	PD/LEAD	12
2105	Empowerment = Agency + Accountability + Action	PD	12
2106	Leading People Through Change - Transition Management	LEAD	12
2107	Inclusion, Diversity, Equity, Accessibility and Socially Responsible Workplace (IDEAS)	EEO	13
2108	Smart Decision Making: 6 Leadership Tips for You and Your Team	PD	13
2109	Breaking Bias in The Workplace: Overcoming Unconscious Decisions that Lead to Unexpected Consequences	LEAD	13

2110	Teamwork: United We Stand, Divided We Need Excedrin! (Building teams, working as a team, personality differences in teams)	LEAD	14
2201	Creating a Basic Project Using Microsoft Project 2019	CT	14
2202	Creating Newsletters with Publisher	CT	14
2203	Introduction to OneNote & OneDrive	CT	15
2204	The Written Word: Mastering Effective Business Writing	LEAD	15
2205	Getting Results Without Authority	CA	15
2206	Effective Public Speaking: Even If Your Knees Are Knocking!	PD	16
2207	Resilience in Times of Stress & Uncertainty	PD	16
2208	Thrift Savings Plan (TSP) Pre-Separation Workshop	FIN	16
2209	Using Voice of the Customer to Define Problem Statements	CA	16
2210	Maximize Performance with an Individualized Healthy Lifestyle Plan!	EC	17
3101	Advanced Tips and Tricks with Microsoft Suite (Excel and One Note)	CT	17
3102	Creating Interactive Forms with Adobe	CT	18
3103	Using Lookup Functions and Formula Auditing in Excel 2019	CT	18
3104	The Successful Mentoring Mindset: Where People, Passion, and Performance Intersect	LEAD	18
3105	Influence and Collaboration	PD	19
3106	Normal Is Gone, And It Won't Be Back! (Coping With and Embracing Change)	PD	19
3205	Transformational Leadership: Inspiring Innovation and Leading Change	LEAD	19
3108	Using Process Maps in Lean Six Sigma	PML	19
3109	Estate Planning for Federal Employees: How to protect your Family	FIN	20
3110	The Uncomfortable Truth About Accountability	CA	20
3201	Creating a Basic Project Using Microsoft Project 2019	CT	20
3202	PowerPoint Tips and Tricks	CT	20
3203	Introduction to Pivot Tables and Dashboards in Excel	CT	21
3204	Thrift Savings Plan (TSP) Post-Separation Workshop	FIN	21
3205	Evolving Workplace Norms: Are You Sure You're Going Back to Work?	CA	21
3206	Importance of a Career Learning Plan	PD	22
3207	Planning Your Retirement	FIN	22
3208	Introduction to Lean Six Sigma - Process Improvement/Lean6	PML	22
3209	Senior Executive Service (SES) Development - GS 13+	PD	23
3210	The Power of Influence	CA	23

4101	Working with Documents in Adobe Acrobat	CT	23
4102	Using Word 2019 Templates to Automate Design Formatting	CT	24
4103	The Beginner's Guide to Microsoft Publisher	CT	24
4104	Don't Just Sit There-Start Listening!	PD	24
4105	Mastering Successful Interviews	CA	25
4106	Climbing the Ladder to Career Success and Soaring to New Heights	PD	25
4107	Strategic Planning for Your Social Security Income	FIN	25
4108	Preparing for the Interview for SES Positions	LEAD/PA	26
4109	Wellness dimensions: Finding balance	CL	26
4110	Federal Resumes & USA Jobs	PD	27
4201	Introduction to Pivot Tables and Dashboards in Excel in 2019	CT	27
4202	Introduction to Microsoft Teams	CT	28
4203	Word, Excel and PowerPoint - Shortcuts	CT	28
4204	Taxes in Retirement: How to Help Protect Yourself from the Ticking Tax Bomb	FIN	28
4205	Self-Coaching: Cracking the Code to Developing Yourself and Others	LEAD	28
4206	Senior Executive Service (SES) Development Lower Grades	PD	29
4207	Transformational Leadership: Inspiring Innovation and Leading Change	LEAD	29
4208	Communicating Confidently, Credibly and with Clarity	CA	29
4209	Thrift Savings Plan for Early to Mid-Career Employees	FIN	30
4210	Networking Your Way to Success: Lead with Passion & Purpose	LEAD	30
5101	PowerPoint & Word 2019 - Tips and Tricks	CT	30
5102	Breaking the Mold! Women in leadership	LEAD	30
5103	Just Keep Going	CA	31
5104	Preparing and Writing Executive Core Qualification Statements (ECQs) for SES Positions	PD	31
5105	Management Conflict Resolution	LEAD	31
5106	Leadership and Management Skills - Boosting Morale in a Virtual Workplace	LEAD	32
5107	Radical Inquiry: Three Simple Questions	PD/LEAD	32
5108	Conflict Management: the PRM Approach to Conflict	EEO	32
5109	Effective Management of Federal Grants	EC	33
5110	Federal Retirement Myths	FIN	33

VLS III "Leadership Next Level: People, Purpose and Passion"

TRACK LEGEND: CA--Career Advancement; CON—Contracting; CT—Computer Technology; EC—Encore Career; EEO--Equal Employment Opportunity;FIN—Financial; LEAD—Leadership; PD—Professional Development; PML—Project Management and Lean 6

Monday through Friday, July 18-22, 2022

Status	Session Number	Session Name	Begin time	End time	Description	OPM Competencies	Track
	9901	Special Emphasis Program Managers Course (July 18 through 22, 2022)	9:00 a.m.	5:00 p.m.	<p>During this five-day session participants will understand and perform the roles and responsibilities of a Special Emphasis Program Manager (SEPM); analyze demographics data to determine low participation rates of women and minorities; and conduct a barrier analysis to determine root causes of low participation rates in certain categories and Equal Employment Opportunity (EEO) complaints.</p> <p>The target audience for this class includes newly assigned collateral duty and full-time EEO Special Emphasis Managers as well as others interested in developing a broader perspective on the different aspects of the federal EEP program. The course will provide a thorough introduction to the statutory/legal and organizational aspects of the Special Emphasis Program.</p>	Interpersonal Skills; Oral Communication; Written Communication; Continual Learning; Leveraging Diversity; Developing Others; Problem Solving; Human Capital Management; Influencing/Negotiating	EEO

Monday, July 18, 2022 (full day) and Tuesday, July 19, 2022 (full day)

Status	Session Number	Session Name	Begin time	End time	Description	OPM Competencies	Track
	9902	Management Concept Two Day Leadership Course	9:30 a.m.	4:30 p.m.	<p>This workshop is comprised of 4 different topic areas:</p> <ol style="list-style-type: none"> 1. Building Relationships Through Collaboration 2. Cultivating Motivation & Engagement 3. Managing Change 4. Mentoring <p>Upon completion of this course, you will receive a joint FEW/Management Concepts Leadership Program certificate of attendance. The target audience for this class includes those who wish to develop or strengthen leadership skills with a view to career advancement.</p>	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Resilience; Strategic Thinking; Vision; Developing Others; Team Building; Accountability; Decisiveness; Problem Solving; Human Capital Management; Partnering	LEAD

Tuesday, July 19, 2022 (full day) and Wednesday, July 20, 2022 half day)

Status	Session Number	Session Name	Begin time	End time	Description	OPM Competencies	
	9903	Chapter President Leadership Forum	9:30 a.m.	4:30 p.m.	The Chapter Presidents' Leadership Forum (CPLF) provides opportunities for professional growth through leadership development, networking, and quality training that will be beneficial to carry out your duties as Chapter President. In addition, Chapter Presidents have the opportunity to share strategies for making well-informed decisions, dealing with the unknown and ever-changing conditions, or unexpected obstacles as well as gaining valuable information to share with your membership. The target audience for this session includes FEW Chapter Presidents or their representatives.	Continual Learning	LEAD

Monday, July 18, 2022 - Morning

TRACK LEGEND: CA--Career Advancement; CON—Contracting; CT—Computer Technology; EC—Encore Career; EEO--Equal Employment Opportunity; FIN—Financial; LEAD—Leadership; PD—Professional Development; PML—Project Management and Lean 6

Status	Session Number	Session Name	Begin time	End time	Description	OPM Competencies	Track
	1101	Organizing Word 2019 Content Using Tables and Charts	9:30 a.m.	12:30 p.m.	Creating professional-looking documents can help you give your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings helps your organization reduce expenses. Mastering these techniques will make you a valued employee in your organization. The target audience for this session includes beginning to advanced Word users who wish to improve their use of tables and charts in Word.	Continual Learning; Technology Management	CT
	1102	Introduction to Microsoft SharePoint	9:30 a.m.	12:30 p.m.	SharePoint Online is a cloud-based service that helps organizations share and manage content, knowledge, and applications to: <ul style="list-style-type: none"> - Empower teamwork - Quickly find information - Seamlessly collaborate across the organization Techniques taught in this course will assist in the coordination of resources and information. The target audience for this session includes beginning to advanced SharePoint users who wish to secure and improve their organizing of information.	Continual Learning; Technology Management	CT

Monday, July 18, 2022 - Morning

TRACK LEGEND: CA--Career Advancement; CON—Contracting; CT—Computer Technology; EC—Encore Career; EEO--Equal Employment Opportunity;FIN—Financial; LEAD—Leadership; PD—Professional Development; PML—Project Management and Lean 6

Status	Session Number	Session Name	Begin time	End time	Description	OPM Competencies	Track
	1103	Tips and Tricks with Microsoft Suite (Word, PowerPoint)	9:30 a.m.	12:30 p.m.	This class is packed with information using Word and PowerPoint to enable your work day to proceed in a timely fashion. Learning these tips and shortcuts will enhance your ability to perform your tasks and create better looking documents. Build interactive presentations by creating hyperlinks and action buttons and create custom slide shows. Send a presentation for review, merge revisions copies and apply reviewer changes. The target audience for this session is for proficient users of Word and PowerPoint.	Continual Learning; Technology Management	CT
	1104	Introduction to Lean Six Sigma and Waste Identification	9:30 a.m.	12:30 p.m.	This introductory course provides an overview of Lean Six Sigma, explains the five phases of a Six Sigma Project and introduces a quick tool that can be used to start identifying opportunities for process improvement. The participants will get a chance to actively practice completing a simple example during the course.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Creativity and Innovation; Flexibility; Strategic Thinking; Vision; Team Building; Accountability; Decisiveness; Problem Solving; Technical Credibility; Human Capital Management; Technology Management; Partnering; Influencing/Negotiating	PML
	1105	All About Federally Employed Women	9:30 a.m.	12:30 p.m.	This workshop provides insight on why Federally Employed Women (FEW) as a non- profit organization has remained viable and successful for over 40 years. You will leave this course energized and motivated to help FEW remain the organization of choice. The target audience for this session includes both members and non-members of FEW - those who wish to learn more about the mission and functions of FEW.	Continual Learning	CL

	1106	Build Your Own Accelerator™	9:30 a.m.	12:30 p.m.	Have you ever considered that we have a set amount of energy that can get us through any given day? The #BuildYourOwnAccelerator™ workshop focuses on building resilient leaders using design thinking, mindfulness and emotional intelligence. Our day-to-day professional responsibilities and tasks can become all-consuming. The #BuildYourOwnAccelerator™ workshop is a call for leaders to stop and analyze the forces that constantly demand their attention and the choices made every day that pull them away from needed strategic planning, visioning, and personal time. Each attendee will leave with strategy map and plan to create a personal accelerator. This workshop covers all 5 ECQs. The target audience is those who need to recharge, revise and execute on their ideas and network.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Creating and Innovation; Flexibility; Conflict Management; Problem Solving; Influencing/Negotiating	PD
	1107	How to Develop Others	9:30 a.m.	12:30 p.m.	Attendees will learn how to coach those they lead in ways that leverage their strengths, overcome self-imposed limitations, and make progress to realizing their full potential. Special attention will be given toward providing strategies to create positive, and supportive relationships between individuals and team members to develop an environment of personal development and growth. ECQs competencies developed in this course include developing others, team building, accountability, and partnering.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Partnering; Influencing/Negotiating	CA
	1108	Gaslighting at Work: What it is and how it plays out	9:30 a.m.	12:30 p.m.	This course explains the psychological and social phenomenon known as gaslighting. Although gaining a lot of buzz in the news and social media, it isn't new. In reality, it is emotional abuse and a form of bullying, not just at home but in the workplace. This workshop addresses the common characteristics and long-term effects of gaslighting. Participants will engage in breakout sessions to discuss examples of when they have observed narcissistic behavior and how they responded. They will also learn how to support and share resources with their peers that may be experiencing gaslighting.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Resilience; Conflict Management; Leveraging Diversity; Decisiveness; Problem Solving; Influencing/Negotiating	PD

	1109	Understanding the Alternative Dispute Resolution (ADR) Process	9:30 a.m.	12:30 p.m.	This seminar will explain your rights under Federal EEO law, when to file an EEO complaint and the processes of the Informal EEO Stage, how to initiate and interact with the EEO counselor, mediation and what to discuss during the Alternative Dispute Resolution (ADR) stage, how to file a formal EEO complaint, calculating appropriate damages, reviewing settlement agreements, and all the associated deadlines and timeframes throughout the EEO process.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Resilience; Strategic Thinking; Vision; Developing Others; Team Building; Accountability; Decisiveness; Problem Solving; Human Capital Management; Partnering	LEAD
	1110	Leading and Motivating People	9:30 a.m.	12:30 p.m.	It's no secret that a workforce who feels they are valued and recognized for the work they do are more motivated, responsible, and productive. This workshop will help supervisors and managers create a more dynamic, loyal, and energized workplace. It is designed specifically to help busy managers and supervisors understand what employees want and to give them a starting point for creating champions. The target audience for this session includes managers and supervisors, or those looking to build their skills for such roles.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Resilience; Strategic Thinking; Vision; Developing Others; Team Building; Accountability; Decisiveness; Problem Solving; Human Capital Management; Partnering	LEAD

Monday, July 18, 2022 - Afternoon

TRACK LEGEND: CA--Career Advancement; CON—Contracting; CT—Computer Technology; EC—Encore Career; EEO--Equal Employment Opportunity;FIN— Financial; LEAD—Leadership; PD—Professional Development; PML—Project Management and Lean 6

Status	Session Number	Session Name	Begin time	End time	Description	OPM Competencies	Track
	1201	Organizing Word Office 365 Content Using Tables and Charts	1:30 p.m.	4:30 p.m.	Creating professional-looking documents can help you give your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings helps your organization reduce expenses. Mastering these techniques will make you a valued employee in your organization. The target audience for this session includes beginning to advanced Word users who wish to improve their use of tables and charts in Word.	Continual Learning; TechnologyManagement	CT
	1202	Excel Advanced Formulas and Functions	1:30 p.m.	4:30 p.m.	This advanced course is designed to take the user to a higher capability in working with functions and formulas. Minimum prerequisites: Excel Introduction/Intermediate; or one-year work experience with the product. The target audience for this session includes those with prior experience using formulas in Excel.	Continual Learning; TechnologyManagement	CT

	1203	Creating PivotTables and PivotCharts in Excel	1:30 p.m.	4:30 p.m.	To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do. The target audience for this class includes experienced users of Excel who use or wish to use PivotTables and PivotCharts.	Continual Learning; TechnologyManagement	CT
	1204	Understanding Your Rights to Reasonable Accommodations	1:30 p.m.	4:30 p.m.	The Reasonable Accommodation Process continues to be an important issue for public sector employers. Under the ADA and FEHA, the employer has the duty to identify and implement a reasonable accommodation to allow a disabled employee to perform the essential functions of the job. Over the past several years, we have seen numerous public agencies have challenges with determining appropriate accommodations. As a result, there are some common pitfalls in this process that we should be aware. The target audience for this session includes all grade levels.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Vision; Conflict Management; Developing Others; Team Building; Decisiveness; Problem Solving; Human Capital Management; Influencing/Negotiating	EEO
	1205	Deliberately Leading Through the Disruption of Change	1:30 p.m.	4:30 p.m.	Life, and business, comes at us fast in today's world. Pandemics. New technology. Different rules. Increased processes. And often with little or no warning. Yet most efforts to implement or adapt to change fall dramatically short of their goal because they fail to address the people side of change. Organizational change is always about people; it's people who have to let go of old habits and methodologies, it's people who have learned and embrace a new situation and it's people who have to live in the new reality of change. This workshop helps both leaders and associates see beyond the products and processes of change to the heart of the matter, the journey everyone must go through to make the change stick. With empowering tools, and solution-fueled strategies based on human psychology, people will learn: Leaders will learn: <ul style="list-style-type: none"> • Respond effectively and expertly to shifting economies and market disruptors • The hidden secret to creating buy-in and consensus (and eliminating the past habits that hold you back) • How to identify and embrace change as the opportunity and leverage it is to leave fear in the dust and skyrocket past your competitors • What every member needs to know about turning saboteurs into surrogates and adversaries in to advocates 	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Partnering; Influencing/Negotiating	CA

	1206	Mindset Emotions and Money	1:30 p.m.	4:30 p.m.	Did you know that the most common and destructive emotions of today are fear, anxiety and greed? Understanding when they are coupled with making financial decisions, the outcome could be disastrous and life-changing. See how being sad, angry, scared, guilty, thankful, peaceful, etc. can impact and affect your finances. Join us so you can put these emotions aside using sound and mindful techniques to help you reach your financial destination.	Continual Learning; Financial Management	FIN
	1207	Self-Leadership: Better Thought Patterns for Enhanced Performance	1:30 p.m.	4:30 p.m.	This course is designed for individuals, new leaders, and organizations. It emphasizes an essential skill and practice for becoming a great leader starts with self-leadership. Areas covered are behavioral and cognitive strategies, natural reward strategies, and constructive thought patterns. This course can be instrumental for organizations trying to fill their management pipeline with highly talented, emotionally intelligent, knowledgeable, and strong leaders.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Resilience; Conflict Management; Leveraging Diversity; Decisiveness; Problem Solving; Influencing/Negotiating	CA
	1208	Promoting a Sense of Belonging for your Virtual Team	1:30 p.m.	4:30 p.m.	The post-pandemic world has left us in a virtual or hybrid environment and teams are experiencing what many are calling “virtual drift” this is when team members no longer feel connected to the work of each other, or see how collectively their tasks are achieved the mission. Also as people work virtually, it is easy for team members to work in silos and lose a sense of belonging to the team, office, and mission. This course will provide practical ways to encourage collaboration between team members virtually, an overview of collaborative tools for reporting, team presentations and team building activities.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Strategic Thinking; Vision; Developing Others; Team Building; Decisiveness; Problem Solving; Human Capital Management; Partnering; Influencing/Negotiating	PD
	1209	What's Emotional Intelligence (IE) Got to Do with It?	1:30 p.m.	4:30 p.m.	This workshop will analyze the study of Emotional intelligence (EI). In this course you will define the capability of individuals to recognize their own emotions and those of others, discern between different feelings and label them appropriately, use emotional information to guide thinking and behavior, and manage and/or adjust emotions to adapt to environments or achieve one's goal(s). The target audience for this session includes all grade levels who wish to improve the clarity and assertiveness of their communication.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Strategic Thinking; Vision; Developing Others; Team Building; Decisiveness; Problem Solving; Human Capital Management; Partnering; Influencing/Negotiating	PD

	1210	Critical Thinking: A Focused Path to Problem Solving	1:30 p.m.	4:30 p.m.	<p>Feeling overwhelmed? Need to make a decision? Workplace problems – large and small – need focused and critical solutions; and the most successful professionals are able to assess their environment, analyze a situation, and design and implement a solution. Is this you? In this workshop participants will learn and practice:</p> <ul style="list-style-type: none"> • Framing problems based upon priorities and data • Asking the right questions • Evaluating ideas and assumptions • Making better evidence-based decisions with a simple tool 	<p>Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Strategic Thinking; Vision; Developing Others; Team Building; Decisiveness; Problem Solving; Human Capital Management; Partnering; Influencing/Negotiating</p>	PD
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Tuesday, July 19, 2022 - Morning

TRACK LEGEND: CA--Career Advancement; CON—Contracting; CT—Computer Technology; EC—Encore Career; EEO--Equal Employment Opportunity;FIN—Financial; LEAD—Leadership; PD—Professional Development; PML—Project Management and Lean 6

	Session Number	Session Name	Begin time	End time	Description	OPM Competencies	Track
	2101	Access 2019 Database Basics	9:30 a.m.	12:30 a.m.	Data is everywhere. Most job roles today involve some form of data management. Virtually everyone is affected in some way by the need to manage data. A relational database application such as Microsoft® Office Access® can help you and your organization collect and manage large amounts of data. Access is a versatile tool. In this course, you will learn how to use Access to manage your data, including creating a new database, and constructing database tables. The target audience for this session includes beginner and intermediate users of Access.	Continual Learning; TechnologyManagement	CT
	2102	Using Lookup Functions and Formula Auditing in Excel 2019	9:30 a.m.	12:30 a.m.	This course will help you develop the ability to create the advanced functions and formulas you need to perform complex calculations in Excel. In addition, it will give you the skills to audit your workbook content to find, troubleshoot, and correct errors or issues in your Excel data. The target audience for this session includes individuals with intermediate to advanced skill in Excel.	Continual Learning; Technology Management	CT
	2103	Word, Excel and PowerPoint - Shortcuts	9:30 a.m.	12:30 a.m.	This session will provide shortcuts for Word, Excel, and PowerPoint to make your life easier. We'll explore tricks that will assist you in making your office automation tasks simpler and less stressful. The target audience for this class includes anyone with at least some experience with Word, Excel and PowerPoint, even if still at a beginner level.	Continual Learning; Technology Management	CT

2104	How to Write Business Email that Get Result	9:30 a.m.	12:30 a.m.	<p>This seminar is designed to assist participants in stronger written communication. The development of a useful tool that can help provide proficient writing skills for employees, professionals, leaders--anyone who writes on the job. You will learn:</p> <ul style="list-style-type: none"> · What makes a piece of writing bad and outline steps to avoid common traps · The importance of purpose, audience, stakeholders and context · Tools to quickly build a document framework · Methods for writing stronger sentence structure- <p>Several proofreading and editing techniques and applications. The target audience for this session includes those who wish to master communication through written form in emails, documents and all forms.</p>	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Strategic Thinking; Vision; Decisiveness	PD / LEAD
2105	Empowerment = Agency + Accountability + Action	9:30 a.m.	12:30 a.m.	<p>Traditional methods of empowerment are out – the growth mindset is in. The journey to inspiring others and leading an organization of trailblazers starts small. To be a source of clarity, direction and stability for others, you have to forage your way to true empowerment – not only for yourself but for those you lead. In this workshop, we'll break down the E=A3* YOU leadership model where you'll learn how to take action and accountability while being your most authentic self. These small, critical steps will build your inner portfolio and lead to an empowering career. We'll explore: - Understanding the energy management cycle and categorical thinking - Using past failures and accomplishments to your advantage - Evaluating the four interior empires of mindset - Focusing on internal shifts – not external outcomes - Making learning a part of everyday work</p>	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Partnering; Influencing/Negotiating	CA
2106	Leading People Through Change - Transition Management	9:30 a.m.	12:30 a.m.	<p>Every day there are stories of crises, layoffs, and restructuring filling our newsfeeds. Organizations are changing and reinventing how they do business – in big ways and small, yet their adaption to those changes often falls woefully short. Why? They are missing a big piece of the puzzle. Psychology. Organizational transitions and transformations are always about people. Poorly managed, and you're left with disastrous morale, decreased productivity, instability and dysfunction. The target audience for this session is anyone who needs to manage themselves and others through times of transition.</p>	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Resilience; Conflict Management; Leveraging Diversity; Decisiveness; Problem Solving; Influencing/Negotiating	LEAD

	2107	Inclusion, Diversity, Equity, Accessibility and Socially Responsible Workplace (IDEAS)	9:30 a.m.	12:30 a.m.	In June of 2021, President Biden signed the Executive Order (EO) 14035 Diversity, Equity, Inclusion, and Accessibility (DEIA) in the Federal Workforce. This training will review the requirements of this EO, the responsibilities of managers and leaders in crafting the required IDEAs strategic plans, and the benefits of this EO to the federal workforce. The target audience for this session includes anyone wanting to understand the D&I orders and the responsibility within the government.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Vision; Conflict Management; Developing Others; Team Building; Decisiveness; Problem Solving; Human Capital Management; Influencing/Negotiating	EEO
	2108	Smart Decision Making: 6 Leadership Tips for You and Your Team	9:30 a.m.	12:30 a.m.	Conflict consists of stories and perceptions. First is the ‘story’ of what happened – “Just the facts, ma’am.” And then there are ‘stories’ we tell each other about what happened. These are two very different things. So how do we manage and resolve conflict, and create an effective work environment where we can be successful, and reach our goals? In this workshop, attendees will: <ul style="list-style-type: none"> • Identify and examine their own personal and professional perspectives • Recognize multiple “truths” in any situation • Analyze their own hot-button issues and potential sources for disputes • Practice two new tools for identifying and understanding how to win-win in workplace conflict 	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Resilience; Strategic Thinking; Vision; Conflict Management; Leveraging Diversity; Developing Others; Team Building; Accountability; Decisiveness; Problem Solving; Influencing/Negotiating	LEAD
	2109	Breaking Bias in The Workplace: Overcoming Unconscious Decisions that Lead to Unexpected Consequences	9:30 a.m.	12:30 a.m.	You know there’s a problem, but no one thinks they’re the problem. You desperately need inclusion, but you’ve got no idea where to start. Policy changes did zero. Accountability is non-existent. Past training felt incomplete and made everyone uncomfortable. The REAL problem? Blind spots. We’re talking human thinking shortcuts. The kind that creates chaos and breeds bias. In this powerful and timely training, your team will learn what they are, how they occur, and why they may be causing us to have biased reactions that we don’t notice. We will look at ways to reduce unconscious biases and explore the many ways we can change our practices (such as hiring) to minimize the impact of cognitive bias. Your team will learn how to: <ul style="list-style-type: none"> • Understand the meaning of and psychological basis behind unconscious bias • Grasp the pervasiveness of implicit bias • Recognize unconscious bias and its underpinning drivers in the workplace • Identify the impact of bias on co-worker and customer relationship • Detect bias in professional judgment and decision making • Recognize, then effectively and professionally address bias 	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Resilience; Strategic Thinking; Vision; Conflict Management; Leveraging Diversity; Developing Others; Team Building; Accountability; Decisiveness; Problem Solving; Influencing/Negotiating	LEAD

					<ul style="list-style-type: none"> • Counteract bias with both individual and organizational strategies • Prevent or reduce consequences of bias in order to create a more inclusive workplace <p>There's never been a more important time to challenge the way you lead, reinvent the way you manage, and overcome the blind spots that are costing your organization time, talent, money, and bottom-line results.</p>		
	2110	Teamwork: United We Stand, Divided We Need Excedrin! (Building teams, working as a team, personality differences in teams)	9:30 a.m.	12:30 a.m.	<p>"All for one and one for all" is a noble slogan, but seldom does it materialize as the predominant attitude in the workplace. Using actual teamwork as a teaching vehicle, this workshop focuses on the need for teams, the goals of teamwork, the elements needed for teams to succeed, and the leading causes of team failure.</p> <p>The target audience for this session includes managers, supervisors, team leaders, or those preparing for such roles.</p>	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Resilience; Conflict Management; Leveraging Diversity; Decisiveness; Problem Solving; Influencing/Negotiating	LEAD

Tuesday, July 19, 2022 - Afternoon

TRACK LEGEND: CA--Career Advancement; CON—Contracting; CT—Computer Technology; EC—Encore Career; EEO--Equal Employment Opportunity;FIN—Financial; LEAD—Leadership; PD—Professional Development; PML—Project Management and Lean 6

Status	Session Number	Session Name	Begin time	End time	Description	OPM Competencies	Track
	2201	Creating a Basic Project Using Microsoft Project 2019	1:30 p.m.	4:30 p.m.	<p>Work on setting up a project; allocating resources; entering/changing task duration; linking and unlinking tasks. The target audience for this session includes anyone looking for an introductory class for Microsoft Project.</p> <p>The target audience for this class includes anyone with at least some experience with MS Project, even if still at a beginner level.</p>	Continual Learning; TechnologyManagement	CT
	2202	Creating Newsletters with Publisher	1:30 p.m.	4:30 p.m.	<p>Create your own newsletter during class. Create and link text boxes to allow for text overflow; insert graphics; formatting; bookmarks; hyperlinks and much more. The target audience for this session includes those with any level of experience with Publisher (even no experience) who wish to learn specifically about newsletter development in the software.</p> <p>The target audience for this session includes those with intermediate to advanced experience with Publisher.</p>	Continual Learning; TechnologyManagement	CT

	2203	Word, Excel and PowerPoint - Shortcuts	1:30 p.m.	4:30 p.m.	This session will provide shortcuts for Word, Excel, and PowerPoint to make your life easier. We'll explore tricks that will assist you in making your office automation tasks simpler and less stressful. The target audience for this class includes anyone with at least some experience with Word, Excel and PowerPoint, even if still at a beginner level.	Continual Learning; Technology Management	CT
	2204	The Written Word: Mastering Effective Business Writing	1:30 p.m.	4:30 p.m.	Communication is a cornerstone of our roles and responsibilities every day. This includes providing clear, concise, and compelling written messages, too; and our business writing must maximize our effectiveness as leaders. This presentation will offer tips and tricks for creating clear messages, understanding the needs of the audience, and help you organize your content. In this workshop attendees will: <ul style="list-style-type: none"> • Clearly define their writing goals and objectives • Explore the underlying purpose of business writing using effective language • Understand the needs of their target audiences • Practice a three-step process when structuring their messages. 	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Resilience; Conflict Management; Leveraging Diversity; Decisiveness; Problem Solving; Influencing/Negotiating	LEAD
	2205	One Simple Thing - How One Change Can Make a Huge Difference	1:30 p.m.	4:30 p.m.	Many times we might have to try to get things done when we have no positional authority. <ul style="list-style-type: none"> ✓ Discover an entirely new way to view your organization that will empower you to get results regardless of your position ✓ Learn how to cultivate political savvy that is both ethical and effective ✓ Learn how to make investments in one's rational and emotional accounts ✓ Discover how to motivate someone by tethering them to significance ✓ Learn how the value of labor is changing in our culture and how it affects your influence ✓ Discover the powerful influence of neurological impact and how to leverage i ✓ Learn how to create results in a changing environment The target audience for this session includes all grade levels. The target audience for this session includes all grade levels of those looking to develop these introspective skills.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Resilience; Conflict Management; Leveraging Diversity; Decisiveness; Problem Solving; Influencing/Negotiating	CA

	2206	Effective Public Speaking: Even If Your Knees Are Knocking!	1:30 p.m.	4:30 p.m.	Effective Public Speaking provides step by step instruction for writing and delivering a public speech. The presentation offers simple tips for coping with stage fright, gathering and organizing interesting material, and delivering that material with the look and sound of confidence, even if your knees are knocking. In longer workshop settings, participants actually give two short speeches. Effective Public Speaking is peppered with humor and designed to equip the speaker with confidence.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Strategic Thinking; Vision; Developing Others; Team Building; Decisiveness; Problem Solving; Human Capital Management; Partnering; Influencing/Negotiating	PD
	2207	Resilience in Times of Stress & Uncertainty	1:30 p.m.	4:30 p.m.	The session will be an interactive overview of personal resilience concepts, strategies and tools to help manage stress during these uncertain times. The session will provide an opportunity for you to share some of the concerns and challenges we are all facing and learn how we can strengthen both personal and team resilience.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Strategic Thinking; Vision; Developing Others; Team Building; Decisiveness; Problem Solving; Human Capital Management; Partnering; Influencing/Negotiating	PD
	2208	Thrift Savings Plan (TSP) Pre-Separation Workshop	1:30 p.m.	4:30 p.m.	This course is designed to give late-career employees and service members the tools they need to make smart decisions with their Thrift Savings Plan (TSP) savings as they prepare to retire. The agenda includes the TSP withdrawal options and death benefits and provides several retirement scenarios to get attendees thinking about how to best turn their savings into income. The target audience for this session includes those who are later in their careers and/or actively planning to retire.	Continual Learning; FinancialManagement	FIN
	2209	Using Voice of the Customer to Define Problem Statements	1:30 p.m.	4:30 p.m.	This course is a follow-on to Introduction to Lean Six Sigma and Waste Identification. It will delve more deeply into the key tools for selecting and defining process improvement opportunities and scoping Lean Six Sigma projects. The participants will get a chance to actively practice using the templates during the course.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Creativity and Innovation; Strategic Thinking; Vision; Decisiveness; Problem Solving; Technical Credibility; Human Capital Management; Technology Management;	PML

						Partnering; Influencing/Negotiating	
	2210	Maximize Performance with an Individualized Healthy Lifestyle Plan!	1:30 p.m.	4:30 p.m.	<p>A scientifically-based educational program including resources to empower individuals to design an executable plan for positive Lifestyle, Exercise, Attitude, and Nutrition choices to foster IMPROVED PRODUCTIVITY while enabling happier, healthier, and possibly even longer lives. This simplified program, incorporating executive methodologies such as “Habit Stacking” provides the latest scientific physiological and psychological research supporting your body’s ability to:</p> <ul style="list-style-type: none"> • BOOST ENERGY LEVELS, REDUCE STRESS, sleep better, and THINK SHARPER... • Prevent disease and unhealthy aging... • Use good nutrition to help decrease pain and inflammation, improving your ability to function and FOCUS... • Reduce the risk of autoimmune diseases and ailments such as high cholesterol, high blood pressure, cancer, and arthritis – reducing the need for Medical Leave and special accommodations... • Become more fit, stronger, and more flexible for more active, energetic, and productive lives. This course will tackle the needs of individuals and the development of an Individual Lifestyle Plan (ILP), but additional resources will be available for those who would like to create a plan for the whole family, including children, elderly parents, or for those with an upcoming pregnancy. Remember: The only EFFECTIVE Plan is one you will actually DO! 	Continual Learning; Financial Management	EC

Wednesday, July 20, 2022 - Morning

TRACK LEGEND: CA--Career Advancement; CON—Contracting; CT—Computer Technology; EC—Encore Career; EEO--Equal Employment Opportunity;FIN—Financial; LEAD—Leadership; PD—Professional Development; PML—Project Management and Lean 6

Status	Session Number	Session Name	Begin time	End time	Description	OPM Competencies	Track
	3101	Advanced Tips and Tricks with Microsoft Suite (Excel and One Note)	9:30 a.m.	12:30 a.m.	The use to perform powerful data analysis and create sophisticated data models is a necessity for any large organization. Experience is using tools to extract information quickly can be very valuable. This course will provide tips in the functionality of Excel and OneNote Notebook and some to the features to effectively extract information. The target audience for this session includes intermediate to advance users of Excel and One Note.	Continual Learning; Technology Management	CT

	3102	Creating Interactive Forms with Adobe	9:30 a.m.	12:30 a.m.	Create a PDF form; add text to form fields; create calculations; create fields with predefined responses; create buttons; organize collected data in a spreadsheet. The target audience for this session includes those who develop forms and have at least an introductory knowledge of Adobe Acrobat.	Continual Learning; Technology Management	CT
	3103	Using Lookup Functions and Formula Auditing in Excel 2019	9:30 a.m.	12:30 a.m.	This course will help you develop the ability to create the advanced functions and formulas you need to perform complex calculations in Excel. In addition, it will give you the skills to audit your workbook content to find, troubleshoot, and correct errors or issues in your Excel data. The target audience for this session includes individuals with intermediate to advanced skill in Excel.	Continual Learning; Technology Management	CT
	3104	The Successful Mentoring Mindset: Where People, Passion, and Performance Intersect	9:30 a.m.	12:30 a.m.	Mentoring is a powerful process, but it isn't always what you think it is. Discover the subtle nuances of mentoring and how you can put this powerful tool to work for your organization. Get Clarity on all of the different methods that can be utilized in your organization as well as how to build a platform that gets your employees building relationships, growing business in your community, and creating consistent value for all involved. Participants Will: <ul style="list-style-type: none"> • Dispel the myths of what mentoring is and what it's not. • Explore methods that provide significant value for employees, co-workers, and their organization. • Identify what needs to be in place for a successful mentoring relationship to take place. • Discover multiple mentoring techniques to determine which will work best and learn how to implement them. • Create a mentoring plan to implement for themselves and their employees as soon as they return to work! • Tools to effectively transition into the Successful Mentoring Mindset in YOUR Organization. 	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Resilience; Strategic Thinking; Vision; Developing Others; Team Building; Accountability; Decisiveness; Problem Solving; Human Capital Management; Partnering	CA

	3105	Influence and Collaboration	9:30 a.m.	12:30 a.m.	Leaders constantly have to influence others and all effective influencers cultivate collaboration. Effective influencers work to form productive relationships that enable all involved to reach mutually beneficial goals and solutions, and in today's organizations, productive relationships are increasingly built through networking. To persuade others to accept your ideas or point of view, you need to present a clear case that matches their need and resolve any problems and conflicts that may arise. The target audience for this session includes those who lead and influence others and those who wish to advance to a role of leadership.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Strategic Thinking; Vision; Developing Others; Team Building; Decisiveness; Problem Solving; Human Capital Management; Partnering; Influencing/Negotiating	PD
	3106	Normal Is Gone, And It Won't Be Back! (Coping With and Embracing Change)	9:30 a.m.	12:30 a.m.	This humorous workshop explains why change is a natural and beneficial part of life. Though most people tend to resist change, participants are encouraged to face the realities of change and embrace it. Practical suggestions are given to help us maneuver successfully through change.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Strategic Thinking; Vision; Developing Others; Team Building; Decisiveness; Problem Solving; Human Capital Management; Partnering; Influencing/Negotiating	PD
	3107	Transformational Leadership: Inspiring Innovation and Leading Change	9:30 a.m.	12:30 a.m.	Finding creative solutions to complex business challenges and fulfilling your own potential and purpose is one of the biggest challenges that leaders face today. Transactional leadership is primarily based on processes and control, and requires a strict management structure. Transformational leadership, on the other hand, focuses on inspiring others to follow, and it requires a high degree of coordination, communication and cooperation. The target audience for this session includes all grade levels.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Vision; Conflict Management; Developing Others; Team Building; Decisiveness; Problem Solving; Human Capital Management; Influencing/Negotiating	LEAD
	3108	Using Process Maps in Lean Six Sigma	9:30 a.m.	12:30 a.m.	This course builds on the first two LSS Courses and takes the first step in a Lean Six Sigma project by using process maps to understand the current situation and identify root cause issues. Key questions and tips will be shared to ensure the process map is used correctly to guide the process improvement team. The participants will get a chance to actively practice creating a process map	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Creativity and Innovation; Strategic Thinking; Vision; Decisiveness; Problem Solving; Technical Credibility; Human Capital Management; Technology Management; Partnering; Influencing/Negotiating	PML

	3109	Estate Planning for Federal Employees: How to protect your family	9:30 a.m.	12:30 a.m.	If you passed away today, would your loved ones have the knowledge or be prepared on how to obtain what is left behind? Learn about the main federal benefits that your beneficiaries should know about, as well as what estate planning strategies are available to ensure that the transition of your assets is as smooth as possible to your beneficiaries.	Continual Learning; Financial Management	FIN
	3110	The Uncomfortable Truth About Accountability	9:30 a.m.	12:30 a.m.	Every day we must work effectively and smartly with diverse populations in a fair, balanced, and collaborative manner. While many of us have been taught to overlook differences around us, particularly in power, privilege and hierarchy, bias and discrimination are still embedded patterns in our lives. Now more than ever – TODAY! – we need to examine our own patterns, beliefs, and connections. This presentation will:- Articulate the concepts of Us and Them.- Explore the notion of difference and bias.- Understand cultural programming.- Practice two models for thinking and acting differently.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Partnering; Influencing/Negotiating	CA

Wednesday, July 20, 2022 - Afternoon

TRACK LEGEND: CA--Career Advancement; CON—Contracting; CT—Computer Technology; EC—Encore Career; EEO--Equal Employment Opportunity;FIN—Financial; LEAD—Leadership; PD—Professional Development; PML—Project Management and Lean 6

Status	Session Number	Session Name	Begin time	End time	Description	OPM Competencies	Track
	3201	Creating a Basic Project Using Microsoft Project 2019	1:30 p.m.	4:30 p.m.	Work on setting up a project; allocating resources; entering/changing task duration; linking and unlinking tasks. The target audience for this session includes anyone looking for an introductory class for Microsoft Project.	Continual Learning; TechnologyManagement	CT
	3202	PowerPoint Tips and Tricks	1:30 p.m.	4:30 p.m.	Build interactive presentations by creating hyperlinks and action buttons and creating custom slide shows. Send a presentation for review, merge revisions copies, and apply reviewer changes. The target audience for this session includes beginners through advanced users of PowerPoint who wish to expand their skills to the items included here.	Continual Learning; TechnologyManagement	CT

	3203	Intro to Pivot Tables and Dashboards in Excel	1:30 p.m.	4:30 p.m.	Learn how to explore and analyze your data by creating an interactive dashboard in Excel using pivot tables and a little Visual Basic. Using these lessons, you can create a dynamic template to generate reports for others and to better understand your own data. You'll also learn how to import external data, design a template using pivot tables, and add slicers, macros, and action buttons to make the template more interactive. The target audience for this session includes those with intermediate to advanced experience with Excel.	Continual Learning; TechnologyManagement	CT
	3204	Thrift Savings Plan Post-Separation Workshop	1:30 p.m.	4:30 p.m.	This course is designed to give late-career employees and service members the tools they need to make smart decisions with their Thrift Savings Plan (TSP) savings as they prepare after they have retired. The agenda includes the TSP withdrawal options and death benefits, and provides several retirement scenarios to get attendees thinking about how to best turn their savings into income. The target audience for this session includes those who are later in their careers after they have retired.	Continual Learning; Financial Management	FIN
	3205	Leadership Development	1:30 p.m.	4:30 p.m.	Leaders are individuals who have the day-to-day responsibilities of managing the well-being of an organization as well as the honor and the responsibility to be consistently participating or otherwise involved in what is going on around them. On the one hand, your roles are defined. On the other hand, they also continue to emerge and be redefined as circumstances dictate. Simple enough. So how are you doing? In this workshop attendees will: <ul style="list-style-type: none"> • Explore a common understanding of leadership and leadership development • Practice an opportunity for individual assessment and feedback • Identify and explore the critical skills and competencies of leaders • Understand the concepts and implications of problem solving, decision making, adapting to change, communication, and planning. 	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Partnering; Influencing/Negotiating	CA

	3206	Importance of a Career Learning Plan	1:30 p.m.	4:30 p.m.	The workshop will focus on the career development process, which begins with understanding yourself. You will learn how to create a career learning plan to reach your career goals and identify your competencies to bridge the gap between where you are now and where you want to go. There are many online resources that are available to help you navigate your career. You will learn where they are and how to use them to maximize your career potential.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Strategic Thinking; Vision; Developing Others; Team Building; Decisiveness; Problem Solving; Human Capital Management; Partnering; Influencing/Negotiating	PD
	3207	Planning Your Retirement	1:30 p.m.	4:30 p.m.	Retirement reality is often times different than our retirement dreams. Navigating the roadblocks to your retirement varies from the fear of outliving your retirement income, need for long term care coverage, or a tax efficient plan to transfer your assets. This workshop will help you understand the different sources of retirement income and their tax consequences as well as discover different strategies for keeping more of what you earn. If you are hungry for a solution on how to protect your retirement dollars and want to learn how to permanently insulate yourself from the volatility of the markets, then this is the workshop you don't want to miss! The target audience for this session includes anyone interested in the topic - you do not need to be close to retirement to benefit.	Continual Learning; Financial Management	FIN
	3208	Introduction to Lean Six Sigma - Process Improvement/Lean6	1:30 p.m.	4:30 p.m.	Lean and Six Sigma methodologies (Lean6) have been around since the late 1980's. Even so, many of us have little experience applying Lean6 within a project management structure or within our organization. This course will provide you with an understanding of Lean6 basics and terminology. The target audience for this session includes project managers, those moving toward project management, and those interested in minimizing error in development.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Creativity and Innovation; Flexibility; Strategic Thinking; Vision; Team Building; Accountability; Decisiveness; Problem Solving; Technical Credibility; Human Capital Management; Technology Management; Partnering; Influencing/Negotiating	PML

	3209	Senior Executive Service (SES) Development - GS 13+	1:30 p.m.	4:30 p.m.	This course will discuss training, interviewing skills, leadership skills and the Executive Core Qualifications to attain the highest level of government service, the Senior Executive Service or SES. It will provide critical information to prepare individuals for these top-rank positions, which will also make participants more effective in their current and other future positions. The target audience for this session includes those at grades GS-13 and above.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Strategic Thinking; Vision; Developing Others; Team Building; Decisiveness; Problem Solving; Human Capital Management; Partnering; Influencing/Negotiating	PD
	3210	The Power of Influence	1:30 p.m.	4:30 p.m.	The ability to motivate and inspire others to take action is the distinguishing factor between a leader and a manager. The best leaders are those who can successfully influence up, down and across the organization, impacting business results by driving behavior change. In this highly interactive, engaging workshop we will discuss a compilation of strategies and techniques about organizational intelligences, team promotion, trust-building and leveraging networks. The target audience for this session includes all grade levels and all those who wish to increase their communication skills.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Partnering; Influencing/Negotiating	CA

Thursday, July 21, 2022 - Morning

TRACK LEGEND: CA--Career Advancement; CON—Contracting; CT—Computer Technology; EC—Encore Career; EEO--Equal Employment Opportunity; FIN—Financial; LEAD—Leadership; PD—Professional Development; PML—Project Management and Lean 6

Status	Session Number	Session Name	Begin time	End time	Description	OPM Competencies	Track
	4101	Working with Documents in Adobe Acrobat	9:30 a.m.	12:30 a.m.	Manipulate PDF document pages, edit content, add page elements and extract content from a Portable Document File (PDF) document. Organize PDF documents into a collection, redact PDF documents and search multiple PDF documents. Initiate a review, complete the review and compare PDF documents. Sign a PDF document digitally and verify a digital ID. The target audience for this session includes beginning to intermediate users of Adobe Acrobat.	Continual Learning; Technology Management	CT

	4102	Using Word 2019 Templates to Automate Design Formatting	9:30 a.m.	12:30 a.m.	During this session, you will learn to work with common Word templates and make your own. You will learn how to convert an existing document to a template, format it with styles, and lock the template down to prevent edits once you share it with others. Plus, learn to leverage advanced features in your templates: content controls, building blocks, document properties, and field codes. The target audience for this session includes all skill levels of Word users.	Continual Learning; Technology Management	CT
	4103	The Beginner's Guide to Microsoft Publisher	9:30 a.m.	12:30 a.m.	MS Publisher deals with all kinds of layouts, objects, formats and content to ensure information can be useful and shared graphically. Learning this tool will assist users in learning how to create visually rich, professional-looking publications without investing lots of money and time in a complicated desktop publishing application. The target audience for this session is for beginners or those who wish to sharpen skills in Publisher.	Continual Learning; Technology Management	CT
	4104	Don't Just Sit There Start Listening!	9:30 a.m.	12:30 a.m.	When was the last time you paused to listen? Today may be a good day to start. Listening is crucial to success in the workplace. Since one cannot lead without listening, excellent listeners are more likely to become influential leaders and reach the next level. Being a listening leader entails hearing what people say, being open to the possibility that they may be right, and being willing to alter one's plans accordingly. The ability to listen is more than courtesy: It is a skillful art that can help you succeed in your life. Listening leadership depends on your ability to hear all of the words spoken, not just the words that are important to hear. Listening leaders determine their success and failures and the successes and failures of their organization. When leaders listen well, they show respect for the speaker's viewpoint and for the value of communicating that viewpoint. Anyone can talk, but it takes an authentic leader to listen. In this session, we will discuss practical strategies for listening, reflection, and asking questions to probe a deeper understanding of what is being said.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Strategic Thinking; Vision; Developing Others; Team Building; Decisiveness; Problem Solving; Human Capital Management; Partnering; Influencing/Negotiating	PD

	4105	Mastering Successful Interviews	9:30 a.m.	12:30 a.m.	The mere thought of an 'interview', makes most people nervous even if they have spent hours preparing for it. But there are a lot of illusions and myths regarding interviews that we are here to break. This workshop will address the differences in successfully selling yourself in an interview. The target audience for this session includes those who wish to hone the skills needed to ace that much-awaited interview.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Partnering; Influencing/Negotiating	CA
	4106	Climbing the Ladder to Career Success and Soaring to New Heights	9:30 a.m.	12:30 a.m.	Participants will learn how to conduct a self-assessment of their career and develop a career goal statement, while also learning the importance of mentors, coaches, and sponsors. By the end of this workshop, they will have the tools necessary to identify barriers that may prevent them from moving forward in their careers along with being able to identify their personal career aspirations. Finally, participants will receive tips on being an effective leader.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Strategic Thinking; Vision; Developing Others; Team Building; Decisiveness; Problem Solving; Human Capital Management; Partnering; Influencing/Negotiating	PD
	4107	Strategic Planning for Your Social Security Income	9:30 a.m.	12:30 a.m.	Social Security Mistakes are Costly and Permanent! According to academic research, 96% of people file for their social security benefits before fully understanding their options. As a result, millions of people claim less than their maximum benefits and therefore lock in a permanent, lower monthly income payment. This course is designed to help participants learn how to evaluate their choices, optimize their Social Security benefits and make wise decisions based on their goals and financial future. Attendees will also gain insight on how the CSRS or FERS pension and TSP will impact the taxation of their Social Security benefits. Participants will leave empowered with a blueprint of how to craft a real and sustainable income plan for retirement.	Continual Learning; Financial Management	FIN

4108	Preparing for the Interview for SES Positions	9:30 a.m.	12:30 a.m.	<p>This course will explain the interview process for SES Positions and how to hold a successful interview via individual or panel. In most cases this is required to attain the highest rank of career civilian service, the rank of Senior Executive Service (SES). Led by a career SES who has served on both Department and OPM Selection Boards, we will step through how the written application must be prepared to be successful, including the Executive Summary, individual ECQs, and the resume. Proper ECQ preparation is critical to even obtaining an interview for the position. Come prepared with paper and pen or computer, and two specific, measurable successes from your career to be outlined, then fine-tuned during this course. The lessons learned in this course would be useful to employees at any level but are critical for those interested in applying for an SES in the next 5 years. The target audience for this session includes those who wish to begin the process of submitting their SES application. The target audience for this session includes those who wish to begin the process of submitting their SES application.</p>	<p>Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Strategic Thinking; Vision; Developing Others; Team Building; Decisiveness; Problem Solving; Human Capital Management; Partnering; Influencing/Negotiating</p>	PD
4109	Wellness dimensions: Finding balance	9:30 a.m.	12:30 a.m.	<p>The Connection Between Financial & Mental Wellness: The connection between financial health and personal health is stronger than you may think, and the stress resulting from financial challenges is often chronic. Individuals have a set of attitudes, values and beliefs regarding money, both positive and negative. During this presentation, you will learn how to examine your beliefs, adjust your mindset, and establish a personal philosophy around money management and personal growth.</p> <p><u>Healthy Habits</u></p> <p>Effective Communication for Different Personalities: Have you ever wondered why you work really well with some people and seem to clash with others? Why you can predict how some colleagues will react to situations while others catch you off guard? In this presentation, participants will learn how to better understand personality types and effectively engage with others, even when you may not share the same perspectives.</p> <p><u>Mental and Emotional Well-being</u></p>	<p>Continual Learning;</p>	CL

					Wellness dimensions: Finding balance: Well-being is the state of being happy, healthy or prosperous. You will learn about each of the eight dimensions of wellness and how they enable you to achieve balance and maintain well-being.		
	4110	Federal Resumes & USA Jobs	9:30 a.m.	12:30 a.m.	Tailoring a federal resume can make a difference in getting the job or not. In this session, participants will learn some tips and tricks about resume writing skills. Information will be shared about how to write an effective resume with key details. In addition, an overview of USA jobs will be given as sample job announcements will be reviewed to assist with ensuring requirements are met and specialized experience is highlighted appropriately on resumes. The targeted audience is open to all GS employees.	Continual Learning;	CL

Thursday, July 21, 2022 - Afternoon

TRACK LEGEND: CA--Career Advancement; CON—Contracting; CT—Computer Technology; EC—Encore Career; EEO--Equal Employment Opportunity;FIN—Financial; LEAD—Leadership; PD—Professional Development; PML—Project Management and Lean 6

Status	Session Number	Session Name	Begin time	End time	Description	OPM Competencies	Track
	4201	Introduction to Pivot Tables and Dashboards in Excel 2019	1:30 p.m.	4:30 p.m.	Learn how to explore and analyze your data by creating an interactive dashboard in Excel using pivot tables and a little Visual Basic. Using these lessons, you can create a dynamic template to generate reports for others and to better understand your own data. You'll also learn how to import external data, design a template using pivot tables, and add slicers, macros, and action buttons to make the template more interactive. The target audience for this session includes those with intermediate to advanced experience with Excel.	Continual Learning; Technology Management	CT

	4202	Working with Documents in Adobe Acrobat	1:30 p.m.	4:30 p.m.	Manipulate PDF document pages, edit content, add page elements and extract content from a Portable Document File (PDF) document. Organize PDF documents into a collection, redact PDF documents and search multiple PDF documents. Initiate a review, complete the review and compare PDF documents. Sign a PDF document digitally and verify a digital ID. The target audience for this session includes beginning to intermediate users of Adobe Acrobat.	Continual Learning; Technology Management	CT
	4203	Word, Excel and PowerPoint - Shortcuts	1:30 p.m.	4:30 p.m.	This session will provide shortcuts for Word, Excel, and PowerPoint to make your life easier. We'll explore tricks that will assist you in making your office automation tasks simpler and less stressful. The target audience for this class includes anyone with at least some experience with Word, Excel, and PowerPoint, even if still at a beginner level.	Continual Learning; Technology Management	CT
	4204	Taxes in Retirement: How to Help Protect Yourself from the Ticking Tax Bomb	1:30 p.m.	4:30 p.m.	During this workshop, we bust the common myths about taxes in retirement and provide attendees clarity surrounding what proportion of their retirement assets could be affected by taxes in retirement based on the 4 tax buckets. Participants will leave knowing why now is the time to take action and gain a greater sense of control over their ultimate financial future and retirement outcome.	Continual Learning; Financial Management	FIN
	4205	Self-Coaching: Cracking the Code to Developing Yourself and Others	1:30 p.m.	4:30 p.m.	<p>Have you ever attempted to switch careers, develop new skills, improve a relationship, or break old habits? Creating the best version of ourselves begins with self-coaching. Strengthening oneself requires knowing and accepting limitations to reach our maximum potential. Strengthening others requires us to acquire more self-awareness, which is achieved through intentional change. Change can be challenging, but everything begins within.</p> <p>An effective coach enables others to discover new behaviors and focus on future possibilities; however, coaching is an art—it is much easier said than done. By developing our “inner coach,” we steer our self-development and increase our ability to help others find their path to greater success. Oliver Wendell Holmes said, “Once your mind is stretched by a new idea, it will never again return to its original size.” Expanding our self-awareness increases our abilities</p>	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Resilience; Conflict Management; Leveraging Diversity; Decisiveness; Problem Solving; Influencing/Negotiating	LEAD

					and enables us to support others in their efforts to strengthen themselves.		
	4206	Senior Executive Service (SES) Development Lower Grades	1:30 p.m.	4:30 p.m.	This course is geared for grades GS-12 and below, or equivalent. In this interactive session, participants will be provided information on the Senior Executive Service (SES), with answers to questions, such as "What is the SES?" "What does it take to be one?" This course will provide valuable insight for your Career Strategic Plan and assist with career advancement whether or not you choose to pursue a career in the SES. The target audience for this session includes grades GS-12 and below, or equivalent.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Strategic Thinking; Vision; Developing Others; Team Building; Decisiveness; Problem Solving; Human Capital Management; Partnering; Influencing/Negotiating	PD
	4207	Transformational Leadership: Inspiring Innovation and Leading Change	1:30 p.m.	4:30 p.m.	Finding creative solutions to complex business challenges and fulfilling your own potential and purpose is one of the biggest challenges that leaders face today. Transactional leadership is primarily based on processes and control, and requires a strict management structure. Transformational leadership, on the other hand, focuses on inspiring others to follow, and it requires a high degree of coordination, communication and cooperation. The target audience for this session includes all grade levels.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Resilience; Conflict Management; Leveraging Diversity; Decisiveness; Problem Solving; Influencing/Negotiating	LEAD
	4208	Communicating Confidently, Credibly and with Clarity	1:30 p.m.	4:30 p.m.	Communication problems are described as the #1 obstacle to workforce collaboration and organizational effectiveness. Poor communication can lead to a whole host of counterproductive outcomes ranging from lack of collaboration and bad attitudes to poor customer service and increased turnover of competent employees. Become adept at recognizing and anticipating the needs of others; being flexible when handling requests and complaints; and spotting and responding to important verbal and nonverbal messages. The target audience for this session includes anyone who works with internal or external customers and wishes to refine and sharpen communication skills.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Partnering; Influencing/Negotiating	CA

	4209	Thrift Savings Plan for Early to Mid-Career Employees	1:30 p.m.	4:30 p.m.	This course focuses on what your early and mid-career employees and service members can do to take full advantage of the Thrift Savings Plan (TSP). Participants will learn how TSP contributions work, the difference between traditional and Roth contributions, and how to manage their accounts throughout their careers. The target audience for this session includes individuals who are early to mid-career employees looking for more information about TSP.	Continual Learning; Financial Management	FIN
	4210	Networking Your Way to Success: Lead with Passion & Purpose	1:30 p.m.	4:30 p.m.	First impressions are everything! What differentiates you from others? * Attend this workshop to understand how first impressions are formed and are based on what we see and create in our minds. * By understanding the process of first impressions, individuals will be able to make those impressions work for them instead of against them. * Join an exchange of ideas to develop your own personal brand	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Resilience; Conflict Management; Leveraging Diversity; Decisiveness; Problem Solving; Influencing/Negotiating	LEAD

Friday, July 22, 2022 - Morning

TRACK LEGEND: CA--Career Advancement; CON—Contracting; CT—Computer Technology; EC—Encore Career; EEO--Equal Employment Opportunity;FIN—Financial; LEAD—Leadership; PD—Professional Development; PML—Project Management and Lean 6

Status	Session Number	Session Name	Begin time	End time	Description	OPM Competencies	Track
	5101	PowerPoint & Word 2019 - Tips and Tricks	9:30 a.m.	12:30 a.m.	This class is packed with information using Word and PowerPoint to enable your workday to proceed in a timely fashion. Learning these tips and shortcuts will enhance your ability to perform your tasks and create better-looking documents. Build interactive presentations by creating hyperlinks and action buttons and creating custom slide shows. Send a presentation for review, merge revisions copies, and apply reviewer changes. The target audience for this session is for proficient users of Word and PowerPoint.	Continual Learning; TechnologyManagement	CT
	5102	Gearing Up for Success: Women in leadership	9:30 a.m.	12:30 a.m.	How far you advance in your vocation or line of work will determine whether it is a career or merely a job. Some women are content to just bring home a paycheck every week while others aspire to greater professional accomplishments. Which one are you? What you get from this workshop: 1. How strong are your leadership skills 2. How to avoid letting life setbacks stop you	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Resilience; Conflict Management; Leveraging Diversity; Decisiveness; Problem Solving; Influencing/Negotiating	LEAD

					3. How to pursue your career goals with greater confidence		
	5103	Just Keep Going	9:30 a.m.	12:30 a.m.	The content calls for inner strength, consistency, and persistence as we climb up out of this pandemic and continue to make a significant difference in our chosen careers. As more and more employees opt out of the workforce, an emphasis on the value of the person and the work they do must be communicated in every agency. The content will include a "how to" on ways to rejuvenate and refocus ourselves.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Partnering; Influencing/Negotiating	CA
	5104	Preparing and Writing Executive Core Qualification Statements (ECQs) for SES Positions	9:30 a.m.	12:30 a.m.	This course will explain the Executive Core Qualifications (ECQs) required to attain the highest rank of career civilian service, the rank of Senior Executive Service (SES). Led by a career SES who has served on both Department and OPM Selection Boards, we will step through how the written application must be prepared to be successful, including the Executive Summary, individual ECQs, and the resume. Proper ECQ preparation is critical to even obtaining an interview for the position. Come prepared with paper and pen or computer, and two specific, measurable successes from your career to be outlined, then fine-tuned during this course. The lessons learned in this course would be useful to employees at any level but are critical for those interested in applying for an SES in the next 5 years. Bonus: Preparing ECQs properly will also prepare you for a successful interview. The target audience for this session includes those who wish to begin the process of submitting their SES application. The target audience for this session includes those who wish to begin the process of submitting their SES application.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Flexibility; Strategic Thinking; Vision; Developing Others; Team Building; Decisiveness; Problem Solving; Human Capital Management; Partnering; Influencing/Negotiating	PD
	5105	Management Conflict Resolution	9:30 a.m.	12:30 a.m.	Management Conflict Resolution focuses on management's ability to resolve conflicts within their organization at the lowest level possible with an emphasis on the following topics: <ul style="list-style-type: none"> - Supervisory Authority - Accountability - Due process Informal and Formal disciplinary options - Progressive Discipline - Role of supervisors in investigations - Alternative discipline - Conduct and performance - Protected categories 	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Resilience; Conflict Management; Leveraging Diversity; Decisiveness; Problem Solving; Influencing/Negotiating	LEAD

					- Retaliation The goal of this training is to equip managers and supervisors with the tools to turn potential conflicts into collaboration with employees, EEO and HR and ELR and ultimately create a more productive workforce.		
	5106	Leadership and Management Skills - Boosting Morale in a Virtual Workplace	9:30 a.m.	12:30 a.m.	This session provides practical suggestions about understanding how to boost office morale in the current virtual environment we are all experiencing. The focus of this presentation will be to discuss the meaning of workplace morale, relate it to working from a home office location, and how this has a direct effect on all of us. A discussion of the benefits and impact that morale has on the workforce and various ways to improve morale while working in a virtual world.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Continual Learning; Resilience; Conflict Management; Leveraging Diversity; Decisiveness; Problem Solving; Influencing/Negotiating	LEAD
	5107	Radical Inquiry: Three Simple Questions	9:30 a.m.	12:30 a.m.	Every day we must work effectively and smartly with diverse populations in a fair, balanced, and collaborative manner. While many of us have been taught to overlook differences around us, particularly in power, privilege and hierarchy, bias and discrimination are still embedded patterns in our lives. Now more than ever – TODAY! – we need to examine our own patterns, beliefs, and connections. This presentation will: - Articulate the concepts of Us and Them - Explore the notion of difference and bias - Understand cultural programming - Practice two models for thinking and acting differently	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Strategic Thinking; Vision; Decisiveness	PD / LEAD
	5108	Conflict Management: the PRM Approach to Conflict	9:30 a.m.	12:30 a.m.	The PRM approach discusses how to Prevent, Resolve and Manage Conflict. ✓ Discover some practical tools on how to prevent conflict ✓ Learn when to address conflict and when to ignore it ✓ Learn the five secrets to controlling an escalating conversation ✓ Learn when to resolve conflict and when to manage it ✓ Discover when conflict can work against you and when it can work for you ✓ Learn how to develop a competent and confident approach to conflict. The target audience for this session includes all grade levels.	Interpersonal Skills; Oral Communication; Integrity/Honesty; Written Communication; Continual Learning; Vision; Conflict Management; Developing Others; Team Building; Decisiveness; Problem Solving; Human Capital Management; Influencing/Negotiating	EEO

	5109	Effective Management of Federal Grants	9:30 a.m.	12:30 a.m.	Successful grant management starts long before the grant is awarded. Effective grant design, strategic planning and program development are essential elements for successful grants management.	Continual Learning; Financial Management	EC
	5110	Federal Retirement Myths	9:30 a.m.	12:30 a.m.	This course will cover: 1) New requirements specified in 2 CFR 200, including its recent updates 2 Grant application, budget development, negotiations, and modifications 3) Cost Analysis, risk assessment, and Fraud detection 4) Indirect Cost analysis, compliance and monitoring, and internal controls 5) Closeout and Audit Resolution process This course is target to all grade levels.	Continual Learning; Financial Management	FIN