

PD – Professional Development
OTA – Office Technology and Administration
LC – Leadership and Culture
EE – Employee Experience

[Trainer Breakout Session Roster](#)

Question Title



Mon. 7/10 - Wed. 7/12 9:00 AM - 3:00 PM

○ PD 1601 Class Max. 33 **Employee Resource Group Program Manager Course.** Mon. 7/10 - Wed. 7/12 9:00 AM - 3:00 PM Employee Resource Groups (ERGs) have emerged as a standard component of diversity, equity, and inclusion (D.E.I.) initiatives. ERGs are practical tools for championing programs that attract and retain diverse talent. This comprehensive course provides ERG members with sound fundamentals for launching or expanding their ERG program. Participants will learn numerous best practices for establishing a robust program that engages the ERG members, managers, and the workforce. Additionally, this course will show participants how to integrate programs effectively into their organization's strategic objectives and diversity management initiatives. Upon completing his course, participants will have the knowledge and prerequisite skills to launch or grow their ERG program. All participants will be administered a communication style assessment before the course's start date and receive a comprehensive workbook and certificate.

Question Title



Mon. 7/10 10:00 AM - 11:30 AM

○ OTA 1104 Class Max. 40 **Evolution of Cybersecurity and Data Analytics in Today's Workforce.** Mon. 7/10 10:00 AM - 11:30 AM Join us for a discussion as we explore the fundamentals of cybersecurity and data analytics. We will discuss how these two career paths intersect and answer questions about when, or if, it is too late to change your career and whether or not you have the right skillset. What else might you need to be successful in these areas? We hope you will join us to find out!

○ OTA 1109 Class Max. 40 **Emerging Technology That Can Boost Productivity.** Mon. 7/10 10:00 AM - 11:30 AM Increasing productivity is the common goal of everyone, whether they lead a large organization or work from home. Efficiency means different things to different organizations (and individuals), but new tools are on the market that have the potential to make this process easier and more effective. This session will go over powerful technologies that can increase your productivity.

○ PD 1209 Class Max. 40 **The Well-Rounded Leader: Mastering the Skills Required to Successfully Lead Others.** Mon. 7/10 10:00 AM - 11:30 AM Good leaders are savvy—great leaders are well-rounded. In this workshop, you will learn about the common traits well-rounded leaders possess, and the importance of Emotional Intelligence to identify skill gaps/areas of growth and cultivate the characteristics that will catapult you to higher levels of authority and performance.

○ PD 1211 Class Max. 40 **Law of the Rubberband & Law of Pain.** Mon. 7/10 10:00 AM - 11:30 AM In this workshop, participants will learn personal growth strategies based on two of fifteen laws of growth based on John C. Maxwell's Book, Fifteen Invaluable Laws of Growth. This workshop will cover the following: What is the Law of the Rubberband and Law of Pain; The benefits of intentional and continual stretching; Barriers to overcoming mediocrity; Strategies to manage bad experiences and turn pain into gain

○ LC 1305 Class Max. 40 **Leadership Versus Management .** Mon. 7/10 10:00 AM - 11:30 AM "Course Description: This leadership training course is designed to help leaders-to-be get ready for their new

challenges and responsibilities. You'll discover the heart, soul and mind of true leadership. You'll explore leadership roles as strategist, change agent, coach, manager, communicator, mentor and team member. And you'll learn how to develop your unique leadership style for maximum impact. Learning Objectives: In this training you will: - Understand what a leader is...and is not - Project a more dynamic image - Discover your own unique leadership style - Determine which leadership attributes you already possess - Get noticed by learning how to look and talk like a leader - Find out what people expect and respect in a leader "

○ LC 1316 Class Max. 36 **Organizational Excellence - Lead with Passion, Power and Purpose.** Mon. 7/10 10:00 AM - 11:30 AM This highly interactive course taps into organizational excellence best-practices found in positive psychology research. The material is shared in an engaging, story-based, information packed sessions. This course is designed to inspire, challenge, and ignite the desire for self-improvement, contribute in new and innovative ways, facilitate change, increased organizational effectiveness; and cultivate an environment where inspiration, creativity and people flourish.

○ LC 1329 Class Max. 40 **Authenticity in the Workplace.** Mon. 7/10 10:00 AM - 11:30 AM "Are you looking to create a more authentic workplace? Leverage the power of authenticity and its impact on productivity and culture. Through thoughtful discussions and relevant examples, participants are encouraged to be more genuine with others, leading to improved communication and collaboration. Benefits: 1. Recognize the performance impact of authentic teams. 2. Identify derailers to authenticity. 3. Experience total self-acceptance and full self-authority through a guided visualization."

○ EE 1405 Class Max. 40 **The Evolving Diaspora of The Well Women and Workplace Culture.** Mon. 7/10 10:00 AM - 11:30 AM "Creating Conditions to Thrive Further, this discussion will review the injury and residue of the misuse of the "Strong Women" concept that impacts our aptitude of workplace value and contributes to several organizational health and culture norms. The emotional tax of carrying the Strong Women torch continues to drive generational dismay as the constant demands of endurance has been an abundant barrier of wellness to the female ladder climber. What might seem as a glorified and expected fixation of impenetrable strength of the working women can cause the body to live in a constant state of alert. This constant state of hyper-arousal can lead to depression, anxiety-related symptoms, diminished psychological well-being and ultimately impact one's physical and sociology-emotional health. From internalized overcome oppression, the persona of the ""I've got it"" presentation correlates to the myth of the strong female -- driving the need to be extraordinary, all contributing to the fight to overcome gender identity fatigue.

Question Title



Mon. 7/10 1:00 PM - 2:15 PM

○ PD 1701 Class Max. 36 **Leveling Up for Success Training Series; Session I - Maintaining an Inclusive Culture in the Modern Workforce.** Mon. 7/10 1:00 PM - 2:15 PM Pandemic and economic shutdowns have made working from home widespread. 22% of Americans will work remotely by 2025, an Upwork study says. After all the progress enterprises have made to adapt to remote work and the technological advantages tech startups have, you may expect an easy transition. Many companies struggle to sustain an inclusive work-from-home culture. Lack of diversity and cultural knowledge can create toxic work environments, even remotely. Employers, HR professionals, and remote teams must promote diversity and maintain a healthy culture. Tech, engineering, and similar businesses are growing.

○ OTA 1110 Class Max. 40 **Managing and Leading Projects.** Mon. 7/10 1:00 PM - 2:30 PM To ensure the success of projects, project managers require two things: (1) a methodology designed specifically for projects, and (2) the ability to lead by influence, which can be enhanced by developing key character

qualities. This session reviews project management methodology as well as best practices in leadership for managing projects.

○ PD 1219 Class Max. 40 **The Psychology of Excellence – Live with Passion.** Mon. 7/10 1:00 PM - 2:30 PM This course is designed to teach the essentials of peak performance and excellence. The practical applications from this Psychology of Excellence training will be applied in two different areas of performance (e.g., work and life). The focus of this program has been typically associated with elite athletes and top performers in all areas of success; such as relaxation, imagery, goal-setting, performance routines, confidence, attention focus, decision-making, and self-talk.

○ PD 1231 Class Max. 40 **Are You Ready for Modern Mentoring?** Mon. 7/10 1:00 PM - 2:30 PM "Mentoring, as you know it, is dead. Forget one-to-one relationships that are for the few and the elite. Forget mentors and protégés that fall into and are limited by defined roles and expectations, particularly around who can play what part. Forget programs that are highly structured, tightly controlled, and designed with a shelf-life. This is not the way mentoring occurs in the 21st century. Today, mentoring is about open, flexible and dynamic learning relationships where anyone can take part, anyone can connect to share information and insights, and anyone can be a learner or advisor. This new approach is modern mentoring, and it is here to stay. During this interactive session, you will: • Participate in an "Ask the Expert" exercise • Learn about the factors that define modern mentoring • Examine generational issues related to mentoring • Discover ways to bring a modern approach to mentoring to organizations"

○ LC 1320 Class Max. 40 **CREATING MEANINGFUL WORK: How Purpose Can Change Everything.** Mon. 7/10 1:00 PM - 2:30 PM Employee engagement has long been an issue of contention in our workplaces; and recent upheavals in our workplaces and communities, health and well-being have left us with more questions than answers. More than "just paying the bills" do we truly feel a connection between what we do and our values, interests, and moral compasses? This presentation will dive into the nature of meaningful work and how to effectively communicate, translate and promote your organization's goals and vision to your team through what you do. It will also share action steps to support and maintain engagement and motivation for a healthy, productive and diverse work environment.

○ LC 1325 Class Max. 40 **Resilience: The Power of the Pivot.** Mon. 7/10 1:00 PM - 2:30 PM This workshop informs participants that opportunity is the result of failure and success and the importance of bouncing back quickly from failure. This is an insightful, interactive and fun workshop that teaches participants strategic and tactical approaches to leveraging failure. Three major highlights of the workshop are: self-awareness, self-acceptance and self-actualization.

○ EE 1403 Class Max. 40 **Employee Engagement versus Employee Experience.** Mon. 7/10 1:00 PM - 2:30 PM Employees are the lifeblood of any business, as without them, the company would collapse. This highlights the significance of showing gratitude and treating employees with dignity. However, ambiguity arises when companies consider their relationships with and attitudes toward their employees. There is some semantic overlap between employee engagement and employee experience, but these two ideas are distinct. Time to get back to the fundamentals. This session will define how, in terms of employee engagement, the organization decided what employees required. Employee experience, on the other hand, brings employees into the conversation to examine the work itself, determining what employees need to be successful at their jobs.

Question Title



Mon. 7/10 1:00 PM - 4:00 PM

○ PD 1222 Class Max. 40 **Lean Six Sigma Course 1 - Introduction to Lean Six Sigma and Waste Identification.** Mon. 7/10 1:00 PM - 4:00 PM "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. Participants will: • Be introduced to Lean Six Sigma and understand the common language used • Learn a tool for starting process improvement in their organization • Actively practice identifying opportunities for Process Improvement."

○ LC 1328 Class Max. 40 **Finding Your Superpowers Workshop.** Mon. 7/10 1:00 PM - 4:00 PM Learn how to be authentic, accountable, and get on the path to achieving your greatest year yet. Take a deeper dive into saboteur thoughts and behaviors and develop strategies for overcoming them at the organizational level. Identify root causes & develop strategies to counter-act them.

Question Title



Mon. 7/10 2:45 PM - 4:00PM

○ PD 1702 Class Max. 36 **Leveling Up for Success Training Series; Session II - The Importance of Powerful Communication.** Mon. 7/10 2:45 PM - 4:00PM "Communication between genders is fraught with difficulty. Women's communication methods must be both intelligent and adaptable for the high-stakes games of senior management. This practical and insightful training, based on research and the experiences of working women, explains the fundamental distinctions between the manner in which men and women think. It also examines how these differences affect how men and women convey job dedication, management experience, leadership, and a variety of other promotion-related skills.

○ OTA 1101 Class Max. 40 **Adaptability: A Leader's Guide to Pivoting with Grace and Helping Others Do the Same.** Mon. 7/10 2:45 PM - 4:00PM Leaders who struggle with change or refuse to adapt to new ways of thinking, doing and being are in for a rude surprise and a lot of trouble. The more rapid the pace of change, the direr the consequences of stubbornly sticking to old ways. Like most things in business (and in life), change is a two-edged sword—a threat and an opportunity. Leaders who adapt to rapid change better than their peers very often are able to achieve great things, while leaders who ignore changing circumstances or struggle to "go with the flow" can expect to go the way of the dinosaur. Adapting may be difficult, but it is not impossible. Learn how to overcome your (and other's) resistance to change to become a more flexible, resilient and successful leader.

○ PD 1204 Class Max. 40 **Elevate Your Professional Presence.** Mon. 7/10 2:45 PM - 4:00PM How would you describe yourself to a C-level Executive? Are your strongest attributes and skills prevalent in cyberspace? To stand out, it has become increasingly important to elevate your online and in-person professional presence. We will help you define yourself professionally and conduct your "personal brand audit."

○ PD 1205 Class Max. 40 **Follow the YELLOW BRICK ROAD.** Mon. 7/10 2:45 PM - 4:00PM "Your Path to Purpose and Possibilities is geared to educate, enlighten, and empower those who seek career greatness and fulfillment. The YELLOW BRICK ROAD is about excelling in your career and achieving purpose – professionally and personally. This workshop will examine and address common and unconscious pitfalls (i.e., perspective, presence and poor planning to name a few) that prevent one's potential in the work environment and offer effective tools, techniques and strategies like positioning, pivoting and partnership that render performance excellence. Whether you are just entering your career, at the mid-level or mastering it as an Executive, this workshop is for YOU! We all need a boost along our career journey – a path to follow and a system to implement.

○ LC 1319 Class Max. 40 **GETTING UNSTUCK: Simple Tools for Managing Complex Conflict Workshop.** Mon. 7/10 2:45 PM - 4:00PM 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, in today's highly divisive and diverse environment, how do leaders manage and resolve conflict, and create an environment where we can each be

successful and reach our goals? This highly interactive presentation will identify your personal and professional perspectives, introduce two new tools for identifying and understanding the multiple 'truths' in any situation, and allow you to move forward to success and resolution. At the end of this interactive presentation, participants will be able to: (1) Identify hot button issues and potential sources of disputes. (2) Recognize the multiple 'truths' in any situation. (3) Demonstrate and practice using two new tools for managing conflict, which can be use immediately.

○ EE 1404 Class Max. 40 **Optimizing Employee Engagement.** Mon. 7/10 2:45 PM - 4:00PM " Course Description: Employee engagement is a state of functioning in an organization wherein employees are motivated to contribute to the organizations success. Employees give their best and make additional efforts to accomplish important tasks in order to reach common objectives. Generally speaking, employee engagement is a workplace method designed to improve an employee's feelings and emotional attachment to the organization, their job duties, and position within the organization, their fellow employees, and the organizations culture. This is why it is important to understand the 3 different types of employees in the workforce and learn how to engage each of them. Learning Objectives: In this training you will: - Understand the power and influence of actively engaged employees - Dealing with the distractions that undermine engagement - Creating a routine that ensures continual engagement - Understanding the keys of engagement "

○ EE 1410 Class Max. 40 **Teamwork: Making the Dream Work.** Mon. 7/10 2:45 PM - 4:00PM "All for one and one for all" is a noble theme; but sadly, that sentiment fails to materialize as the predominant attitude in many workplaces. Using actual team activities as teaching vehicles, this workshop focuses on: 1) the goals of teamwork, 2) the elements needed for teams to succeed, and 3) the leading causes of team failure.

Question Title



Mon. 7/10 4:15 PM - 5:15 PM

○ OTA 1105 Class Max. 40 **Impactful Presentation Skills.** Mon. 7/10 4:15 PM - 5:15 PM "Do you want to pursue better communication skills with your vendors, colleagues, and your boss(es)? Do you feel that your presentation skills are lacking and need to improve them for the next project you are assigned? At the root of it...do you still feel unsure about what you are doing when you need to project confidence and be able to accomplish what you have been tasked with? More than ever before, there is a need for good presenters that can not only engage an audience, but provide better communication, whether it is written or verbal. In this session, you will learn to: 1. Discover strategies that translate into your project management, teamwork, and leadership skills in a wide-ranging variety of scenarios; 2. Cultivate a working framework through mind exercises and practice changing old-style habits into high-performing activities; and 3. Create more confidence overall in your daily activities, translating into more personal and professional reward."

○ OTA 1111 Class Max. 40 **Optimizing Virtual Conferencing Tools.** Mon. 7/10 4:15 PM - 5:15 PM Virtual conferencing is more than a Zoom video chat; having a tool that offers networking opportunities for your participants, sponsorship visibility, and gamification so that your user experience and attendee engagement are comparable to a live event. As an organizer, you should look for the following capabilities in an online conference tool. Whether for webinars, trade shows, or a conference. This session will discuss conferencing software features in order to find the most cost-effective tool and have a productive virtual event.

○ PD 1212 Class Max. 36 **Microaggressions and Micro-affirmations: Opportunities to respond when someone has been micro aggressive.** Mon. 7/10 4:15 PM - 5:15 PM Simply stated, a microaggressions is the peppering of small, offhand comments that, without malicious intent, promote uncomfortable

feelings of racism and discrimination. It has been described as “death by a thousand cuts.” . We will dig deep on intent versus impact in the session, but it is important that we understand what is really below the surface when looking at microaggressions...Bias, assumptions, blind spots. Benefits: 1) Create awareness surrounding the common occurrences of microaggressions. 2) Explore the outcomes associated with the experience of microaggressions. 3) Discover techniques to minimize the occurrence of microaggressions and way to respond when someone has been micro aggressive.

○ PD 1221 Class Max. 40 **Improving Communication to Increase Productivity and Teamwork** . Mon. 7/10 4:15 PM - 5:15 PM Achieving understanding, buy-in, and action from your team starts with four best practices that work anywhere. Learn how positive, open communication can overcome barriers and lead to success in group situations or one-to-one.

○ LC 1326 Class Max. 40 **Spilling the Tea: Strategic Leadership for Women.** Mon. 7/10 4:15 PM - 5:15 PM The Spilling the Tea workshop teaches participants the secrets of entering and thriving in the ranks of leadership. Benefits include knowledge of leadership essentials; strategic engagement, self awareness and the power of the pivot.

○ EE 1408 Class Max. 40 **Embracing Change: Normal Is Gone And It Won't Be Back!** Mon. 7/10 4:15 PM - 5:15 PM Dazed by this whirling world of change, many people are looking for the time when things will get back to normal. Call off the search! NORMAL IS GONE AND IT WON'T BE BACK! Though often funny, this workshop includes current examples and documented research that focus on the reality of the changes taking place. At a time when others, in fear, may be cutting back their activities, the content encourages participants to embrace the changes and look for new possibilities. The three take-a-ways are: 1) the absolute reality of change; 2) the need to enthusiastically embrace change; and 3) 10 practical strategies for persevering in change.

Question Title



Tues. 7/11 8:00 AM - 9:15 AM

○ OTA 1102 Class Max. 40 **Data Analysis Using Excel.** Tues. 7/11 8:00 AM - 9:15 AM One of the most widely used programs for carrying out statistical examination is Microsoft Excel. Because they come with pivot tables that are built in, they are without a doubt the most in-demand analytical tool that is currently available. You can easily import, explore, clean, analyze, and visualize your data with this all-in-one data management software. It also allows you to explore and clean your data. In this piece, we will go over the various approaches to data analysis that can be carried out in Excel. In this session you will learn how to utilize data analysis in excel.

○ PD 1202 Class Max. 40 **The Benefits of Mentoring and Building Coalitions.** Tues. 7/11 8:00 AM - 9:15 AM This session will provide participants with an understanding of the Benefits of Mentoring; to include the benefits to the Mentee, Mentors, and Federal Agencies. It will provide an understanding the of organizational strategic intent behind sponsoring Mentoring programs and most importantly help participants understand the strategic value to being mentored and building coalitions throughout their career regardless of Civil Service Grade Level.

○ PD 1216 Class Max. 36 **Three Cheers for Us: Celebrating Self-Esteem.** Tues. 7/11 8:00 AM - 9:15 AM For any person who wants to step up to the next level, self-esteem is imperative. Self-esteem refers to value: how much I value myself and how much I think other people value me. This presentation, titled THREE CHEERS FOR US, examines why good self-esteem is so important to our personal and professional lives. The three main take-a-ways include 1) a thorough examination of what self-esteem, 2) a look at what causes poor self-esteem, and 3) ways we can build self-esteem in ourselves and others.

○ PD 1225 Class Max. 40 **The Emotionally Intelligent Leader - Creating an Inclusive Culture.** Tues. 7/11 8:00 AM - 9:15 AM Emotionally Intelligent Leaders use Self-Awareness, Self-Management, Social

Awareness, and Relationship Management to create this safe space by Developing Others, Managing Conflict, Building Teams, and Leveraging Diversity to lead an organization where members feel included; free to ask questions and learn; use their unique talents to contribute; and challenge the status quo with innovative ideas.

○ LC 1301 Class Max. 40 **Creating a Conflict Management/Conflict Resolution Culture.** Tues. 7/11 8:00 AM - 9:15 AM Receiving informal and formal feedback is amazing. It can be structured to provide effective and lasting impacts on your work. This session will help participants learn why the way we deliver feedback is important. Effective communication skills are a way to improve morale, have clear expectations and improve performance. Benefits: 1. How to deliver a message that people can accept; and how to accept offered feedback in return. 2. Learn ways to handle negative conflict while giving feedback. 3. Learn how to use these skills to give and receive effective feedback in person and in a virtual work environment.

○ LC 1303 Class Max. 40 **Leveraging Diversity in the Workplace.** Tues. 7/11 8:00 AM - 9:15 AM It's crucial for any organization to maximize the variety of perspectives, experiences, and skills that people bring to their workplaces in order to increase productivity and performance. But bringing people together from various backgrounds presents both great opportunities and some difficulties for organizations. In this session, we'll talk about how organizations can gain from fresh viewpoints if they can bring people together around a shared set of principles and objectives.

○ EE 1422 Class Max. 40 **The Importance of Self-Care.** Tues. 7/11 8:00 AM - 9:15 AM Professionals often recognize the importance of self-care for others. However, many professionals do not routinely practice self-care. Implementing appropriate self-care strategies is critical to the prevention of burnout. This workshop will define self-care, discuss contributing factors to burnout, and provide practical self-care strategies to prevent burnout.

Question Title



Tues. 7/11 9:00 AM - 12:00 PM

○ PD 1215 Class Max. 40 **Confident Public Speaking (Even When Your Knees Are Knocking).** Tues. 7/11 9:00 AM - 12:00 PM Public Speaking is truly a skill that MUST be mastered as women advance in their careers. This workshop strips away the theory and teaches the most important basics of public speaking, easily understood by all. The take-a-ways for participants are: 1) techniques to minimize the fear of public speaking, 2) 3-main-point organizational pattern useful for any type of speech, 3) the use of simple, yet meaningful, gestures.

○ LC 1313 Class Max. 40 **Accelerant Culture: Everyone Gets to Get Better Workshop.** Tues. 7/11 9:00 AM - 12:00 PM Everyone seems to be talking about culture, but almost everyone is talking about the "what," not the "how." It's one thing to know that ping pong tables and beer on tap won't fix organizational dysfunction, but it's another to explore what might. Working on organizational culture means understanding culture as an accelerant and catalyst rather than simply as a product or end-goal. Our mission will be to build a framework of an evolving, inquiry-oriented culture that not only accepts every person, but also allows for and encourages every single person to get better, all the time. This is about moving from our what is to our what could be. It's about creating space where everyone gets to belong, and everyone gets to be launched. Benefits and Outcomes: Shift understand of culture from a "what" to a "how" Understand why culture goes "toxic," and how to correct Walk away with "get started" questions for building an Accelerant Culture

Question Title



Tues. 7/11 9:30 AM - 10:45 AM

○ PD 1703 Class Max. 40 **Leveling Up for Success Training Series; Session III -The Importance of Being Resilient and Taking Strategic Risks.** Tues. 7/11 9:30 AM - 10:45 AM As to why some women achieve well in their careers while others are passed over for promotions, think about the following. The inability to bounce back from setbacks and the fear of failure are common explanations. Learning how to "bounce back" from setbacks and being more confident taking calculated risks are particularly vital for women. Fortunately, the abilities to view setbacks as opportunities for development and to maximize one's leadership strengths are both teachable. In this session, you will learn effective strategies for rethinking ambiguity, embracing healthy conflict, adjusting to difficult circumstances, and stepping outside of your comfort zone to pursue novel avenues of professional growth.

○ PD 1203 Class Max. 40 **Transitioning from a Manager to a Leader.** Tues. 7/11 9:30 AM - 10:45 AM This session will aid aspiring leaders in their development to transition from a manager to a leader. Participants will learn the role of a manager and a leader, and understand tactical behaviors versus be a strategic thinker.

○ LC 1310 Class Max. 40 **AMLD Session 1 - Leading with Empathy: Making '23 About Me.** Tues. 7/11 9:30 AM - 10:45 AM Leadership, as it relates to being acknowledged, respected, professionally-developed, and more, especially for women has been historically challenging. In fact, a record number of c-suite women terminated relationships with their employers of Q4 of 2022. Burnout, being overwhelmed, and stressors are just a few indicators of why women become disenchanted with leaders and leadership. What does this mean for women in leadership roles today and tomorrow?

○ LC 1312 Class Max. 36 **Implicit Bias: Conscious Decision Maker.** Tues. 7/11 9:30 AM - 10:45 AM **Becoming Aware of Your Inner Storyteller** We must understand that in the absence of details our Unconscious minds will fill in the gaps with information based on our life and others life experiences. In this session participants will learn that we all have an inner storyteller aka biases that should not be viewed as good or bad, we just need to become more conscious if the story that is being told is still relevant, helpful, and positive. 5 Key Takeaways 1. Discover what Implicit Bias is 2. Understand various types of biases 3. Break down biases to understand how they show up in the workplace, community and home 4. The effects of implicit bias on self and others 5. How to address implicit bias as an individual and organization as a whole

○ LC 1323 Class Max. 40 **STRETCH AND FOLD: Kneading a Strategy for Resilience.** Tues. 7/11 9:30 AM - 10:45 AM The simplest and most familiar methods are often them most effective. For example, think about making bread, and how you stretch and fold the dough. If you don't knead the bread, it breaks down; and there also must be a flexible structure holding the bread together in its shape. So, what does that mean for in building resiliency in our organizations when every day brings a new challenge? This simple metaphor and powerful tool for leaders and planners, offers us cycles of learning and growing as we build strategies for our organization's success, while meeting the kneads of today and tomorrow. At the end of this interactive presentation participants will be able to: (1) Review the four basic components of organizational strategy. (2) Articulate and demonstrate the principles of stretch and fold as a path to resiliency. (3) Identify opportunities to apply strategic 'stretch and fold' in their own teams, organizations, and communities.

○ EE 1401 Class Max. 40 **Advancing Your Career with Diversity of Thought.** Tues. 7/11 9:30 AM - 10:45 AM Research shows that diverse teams deliver better outcomes – especially if they effectively incorporate the diversity of thought into their roles. Discover strategies that enable employees to recognize different thought processes and respond to them effectively in the workplace.

○ Class Max. 40 **FEW NATIONAL PAST-PRESIDENT'S FORUM.** Tues. 7/11 9:30 AM - 10:45 AM
Question Title



Tues. 7/11 11:00 AM - 12:00 PM

- OTA 1113 Class Max. 40 **Maximize Your Minutes: The Value of Time Management.** Tues. 7/11 11:00 AM - 12:00 PM Effective time management involves discipline and making good choices about the way you spend your time. In this session, we will identify ways to increase your time's value and stay focused on key priorities.
- LC 1304 Class Max. 40 **Leader Self-Care: Avoid Burnout, Increase Productivity, and Integrate Work-Life.** Tues. 7/11 11:00 AM - 12:00 PM Many leaders remain resistant to the whole idea of self-care, no matter how beneficial it may be. Resistance often originates from feeling that self-care is a sign of weakness, there just isn't enough time in the day, it's selfish to take time out, or the whole concept is too "new age-y" for them. The reality is that leaders who actively practice healthy work-life integration and balance and take time to refresh themselves are more innovative, focused and productive than their counterparts who refuse to step away from the desk. Learn how to identify the signs of impending burnout and how the concept of self-care can work in your favor to make you a better, stronger leader and an example to those who follow you. Moreover, discover concrete strategies to incorporate simple self-care practices into your daily routine.
- EE 1412 Class Max. 40 **A Discussion on Ethics and Integrity.** Tues. 7/11 11:00 AM - 12:00 PM The importance of ethics and honesty in the workplace cannot be overstated. Integrity is the honesty and adherence to strong moral principles in reporting, while ethics is the concern with the good or bad, truthful or fair, aspects of moral decisions. The significance of ethics and integrity in the business world and the workplace will be discussed in this session.
- EE 1417 Class Max. 36 **Women at Work and the Evolving Workplace.** Tues. 7/11 11:00 AM - 12:00 PM Federal Workplace culture expert Mika Cross will lead an interactive panel discussion to highlight actionable, success strategies for sustaining resilient and inclusive government teams with executive leaders from the Department of Health and Human Services (HHS), the National Geospatial Intelligence Agency (NGA), and the Department of Justice (DOJ).
- OTA 1501 Class Max. 40 **A Sense of Life Control - Engaging in your Physical Health.** Tues. 7/11 11:00 AM - 12:00 PM Join us for a panel discussion as we continue to explore a Sense of Life Control from a physical health perspective. This panel will cover subjects around the topic of Physical Health including Nutrition, Environment, and Exercise. We will also explore how these subjects apply to the remote workforce in addition to the technological impacts.
- MW 1502 Class Max. 40 **A Sense of Life Control - Knowing your Emotional Wellbeing.** Tues. 7/11 11:00 AM - 12:00 PM Join us for a panel discussion as we explore a Sense of Life Control. With the many life changes in the past few years, it has been more important to know your Emotional Wellbeing. This panel will cover subjects around the idea of Emotional Wellbeing including Mindfulness, Social Connections, Networking and Support, Spiritual & Environmental Factors. We will also explore the importance of Resilience and Laughter in today's world.

Question Title



Tues. 7/11 1:00 PM - 4:00 PM

- PD 1223 Class Max. 40 **Lean Six Sigma Course 2 - Using Voice of the Customer to Define Problem Statements.** Tues. 7/11 1:00 PM - 4:00 PM "Using Voice of the Customer to Define Problem Statements 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 understanding customer requirements and scoping Lean Six Sigma projects to meet them. Participants will • Gain an overview on collecting and using Voice of the Customer •

Learn tips and tools to collect and use Voice of the Customer to craft a problem statement • Practice creating a plan for collecting and translating Voice of the Customer."

○ EE 1415 Class Max. 40 **Understanding and Enforcing your EEO Rights in the Federal Government.** Tues. 7/11 1:00 PM - 4:00 PM This workshop 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 time-frames throughout the EEO process. Key takeaways include: • Understanding the Law that protects you against discrimination • When and how to file an informal EEO complaint • What to expect when filing an informal complaint • How to initiate contact with an EEO counselor • Whether to engage in mediation or ADR • What to expect when filing a formal complaint • When to engage an attorney during the EEO process

Question Title



Tues. 7/11 1:15 PM - 2:30 PM

○ PD 1704 Class Max. 36 **Leveling Up for Success Training Series; Session IV - The Influence of Allies on the Development of an Inclusive Culture.** Tues. 7/11 1:15 PM - 2:30 PM An ally is someone who takes the time to learn about diversity and inclusion issues, who actively seeks for common ground with others, and who provides support to members of marginalized communities. Organizational allies are crucial to the success of diversity and inclusion programs because of the positive impact they can have on the success rate of those programs. They take action when they witness discrimination and stand by those who are marginalized and could need their help. There is a need for all members of your organization to be allies who work to create a community where everyone feels safe, respected, valued, and accepted.

○ OTA 1106 Class Max. 40 **Process Improvement: Identify, Analyze, and Improve.** Tues. 7/11 1:15 PM - 2:30 PM Join us to learn ways to determine the best practices to streamline your processes for better efficiency and increased productivity. What is brainstorming and how does it fit into process improvement? How can brainstorming effectively improve products, services and processes? Benefits: 1. Understand barriers that may interfere and how to overcome them. 2. Learn the benefits of Process Improvement and 3. Walk away with ideas to incorporate into your organization to eliminate waste and implement a continuous process improvement plan.

○ PD 1213 Class Max. 40 **Don't Trip: How to Avoid Common Leadership Traps.** Tues. 7/11 1:15 PM - 2:30 PM This workshop helps leaders critically assess their performance and their impact to identify opportunities for enhancement and improvement. This fun and interactive workshop is definitely one you should attend.

○ PD 1226 Class Max. 40 **How to Develop Others.** Tues. 7/11 1:15 PM - 2:30 PM This is an interactive session blending PowerPoint lecture; video clips; individual and group exercises; and facilitated discussion examining the four (4) quadrants of Emotional Intelligence and their impact on creating a Psychologically Safe organizational culture and climate where individuals are encouraged to challenge the status quo by offering innovative ideas and solutions using their diverse and unique talents, and perspectives.

○ EE 1407 Class Max. 40 **Just Keep Going: Don't quit; Don't give up.** Tues. 7/11 1:15 PM - 2:30 PM Just Keep Going addresses the spirit within each of us that occasionally whispers, "I quit. I give up." That exhausted, defeated attitude can be caused by dozens of circumstances, from too much work and not enough time to unhappy marriages and demanding bosses and many other causes besides those. Statistics justify the need for encouragement to Just Keep Going. 4.3 million people quit their jobs in

2021 in what the business world is call, "The Great Resignation." When we factor in suicide, divorce, and depression, the need increases. Just Keep Going provides answers to the questions: 1) Why is it important to Just Keep Going. 2) Characteristics inside each of us we need to develop in order to Just Keep Going, and 3) Suggestions for activities to help us Just Keep Going.

○ EE 1413 Class Max. 40 **From Snacking on Diversity and Inclusion to Full Systematic Implementation.** Tues. 7/11 1:15 PM - 2:30 PM Almost every organization in the world has some form of diversity and inclusion statement. The statements show an organization's stance on actively and intentionally being inclusive of its diverse workforce. However, most are "snacking" on diversity and inclusion (D&I) rather than fully implementing it systemically and organizationally. Snacking occurs when the workforce of an organization shows minimal traction in the equitable advancement of people groups other than the majority (Roberts, 2020). In this workshop, participants learn how to make continuous progress in D&I systemically and for equitable, systemic outcomes. The emphasis is on re-humanizing the organizational ecosystems where people matter and have quality well-being at work.

○ EE 1416 Class Max. 40 **Strategies for Resilience: Success Skills for an Inclusive and Sustainable Future (Panel).** Tues. 7/11 1:15 PM - 2:30 PM As workplaces continue planning for long-term workplace strategies post-pandemic, we are experiencing an unprecedented shift in what employers, organizations and workers expect in terms of when, where, and how work gets done. While Covid-19 has prompted our government organizations to seek better ways of working, it is important to recognize the impact that working through the Pandemic crisis has had (and still has) on women in the workforce.

Question Title



Tues. 7/11 2:45 PM - 4:00 PM

○ PD 1705 Class Max. 40 **Leveling Up for Success Training Series; Session V - Connecting in a New Reality Using Strategic Networking.** Tues. 7/11 2:45 PM - 4:00 PM As a result of recent events, professionals are in a "wait and see" frame of mind as they adapt to new work situations. This, of course, also causes a substantial amount of lingering unsuitability. This webinar, created for working professionals who wish to find a way out of their current rut, explores innovative strategies for building professional relationships in the face of challenging market conditions. If you want to be a more effective leader, you'll learn how to increase your agility and embrace strategic networking. You will learn about new success factors, methods for stretching your comfort zone, and other useful techniques.

○ OTA 1112 Class Max. 36 **Supporting Accessibility Needs (508 Compliance).** Tues. 7/11 2:45 PM - 4:00 PM Learn how online and video training, accessibility tools, and training events can help you make your agency's electronic information and digital services more accessible to everyone.

○ PD 1218 Class Max. 40 **Thriving Under Pressure: Managing Emotions and Stress.** Tues. 7/11 2:45 PM - 4:00 PM All of us experience moments when unwanted emotions and stress intensify. You may get upset with colleagues, frustrated with your boss, or angry with a pushy co-worker. Emotions and stress like these are normal. It's what you do with them that can lead to problems at work and at home. Losing your temper, overreacting and getting stressed out can get in the way of positive relationships and profoundly affect your productivity and well-being. This exciting program will teach participants an amazing, systematic process for developing emotional self-control and stress reduction. You'll gain insight into disruptive emotions and impulses that make you feel out of control and helpless, and learn how to rein them in.

○ PD 1233 Class Max. 40 **Mentorship: The Game Changer for Women.** Tues. 7/11 2:45 PM - 4:00 PM "Research has shown that women have different challenges than men and that women-to-women mentorship relationships not only help them with career advances but also with emotional support and

life and career satisfaction. Thus, mentorship relationships are imperative to the success of women in counselor education and the academy. This presentation will underscore the importance of women-to-women mentorship in counselor education and identify effective mentorship strategies. 1. Participants will understand mentoring. 2. Participants will understand the benefits of mentoring. 3. Participants will understand why women benefit from mentoring. "

○ LC 1310 Class Max. 40 **AMLD Session 2 - Leading the Next Generation.** Tues. 7/11 2:45 PM - 4:00 PM Leadership, as it relates to being acknowledged, respected, professionally-developed, and more, especially for women has been historically challenging. In fact, a record number of c-suite women terminated relationships with their employers of Q4 of 2022. Burnout, being overwhelmed, and stressors are just a few indicators of why women become disenchanted with leaders and leadership. What does this mean for women in leadership roles today and tomorrow?

Question Title



Tues. 7/11 4:15 PM - 5:15 PM

○ PD 1208 Class Max. 40 **Obtaining Your Full Potential.** Tues. 7/11 4:15 PM - 5:15 PM "People who achieve success tend to live by a common set of guiding principles, practices, and rules. All of which can be learned. This training teaches the 7 keys that anyone can use to maximize their potential and accomplish their dreams and goals. This includes: Purpose, Relationships, Self-Image, Fortitude, Self-Discipline, Life Plan, Attitude. Learning Objectives: In this training, you will - Learn how to be more effective - Acquire improved interpersonal and leadership skills - Increase productivity and morale, both personally and professionally"

○ PD 1220 Class Max. 40 **The Essentials of Credibility, Composure and Confidence.** Tues. 7/11 4:15 PM - 5:15 PM Poised, confident employees make a difference in the enthusiasm and creativity they bring to their jobs in handling difficult people and adverse situations in building strong, positive relationships with co-workers and supervisors and, most of all, in achieving success. With this in mind, Leadership Dynamics has developed a special seminar directed at communication effectiveness. This inspiring program creates a win-win situation for both your associates and your organization. Your associate gains valuable insight into the techniques for building self-esteem and self-confidence. Your organization profits by developing top-performance professionals who tackle projects and problems with more energy and enthusiasm.

○ LC 1311 Class Max. 40 **Winning Conversations: How to Communicate Successfully and Courageously about Race in the Workplace.** Tues. 7/11 4:15 PM - 5:15 PM Do you avoid conversations about race? Ever imagine that conversation going bad? Or question whether you're prepared for the conversation? Well, the truth is you're not alone, as a matter of fact most people avoid talking about race in the US and all around the world. A 2020 Society for Human Resource Management survey of U.S. workers and human resource professionals found that 37% of both white and Black workers felt uncomfortable having discussions about racial issues at work. The survey also showed that 45% of Black workers and 30% of white workers said their organizations discourage discussions on racism and social justice. Those days are over! Learning Objectives: Effectively create a safe space for necessary conversations. Assess your current communication skills. Say goodbye to avoiding uncomfortable conversations. Utilize the art of curiosity. Implement the R.E.M method to Winning Conversations.

○ EE 1409 Class Max. 36 **The Garbage Truck Comes on Tuesdays and Fridays: Dumping Negative Attitudes.** Tues. 7/11 4:15 PM - 5:15 PM Negative attitudes destroy morale and defeat the human spirit. People desiring to "level up" cannot afford the luxury of even one negative attitude. Successful people must be vigilant to recognize the presence of a negative attitude, disarm it and neutralize its effects. "The Garbage Truck Comes on Tuesdays and Fridays" offers six powerful weapons to use in this

endeavor. Three take-a-ways for this session's participants include: 1) Identify the problems created by personal and workplace negativity; 2) Understand six weapons to use in waging war against negativity; 3) create new perspectives for previously held negative views.

○ MW 1503 Class Max. 40 **Mental Fitness: Healthy Thinking in the Workplace.** Tues. 7/11 4:15 PM - 5:15 PM Today, employers across all industries are encouraged to consider mental fitness as much as physical fitness when designing an employee benefits plan. As the COVID-19 pandemic showed, mental fitness is just as important as physical fitness. This session will show some ways to protect your employees' mental health in difficult times.

Question Title



Weds. 7/12 8:00 AM - 9:15 AM

○ PD 1217 Class Max. 40 **Creating an Effective Career Development Plan.** Weds. 7/12 8:00 AM - 9:15 AM Individual Development Planning" (IDP) To acquaint individuals with the necessary tools to develop an effective IDP. 1. Preconference Planning 2. Employee-Supervisor Conference 3. Preparing the IDP Form 4. Implementing the Process. The IDP consists of a systemic plan for training and development experiences. An employee may improve their current line of work, prepare for another line of work, or move into a position of increased responsibility. This workshop prepares future leaders with the ECQ competency (Results-Driven) to meet organizational goals and customer expectations by enhancing job performance and developing professional skills for promotional opportunities.

○ PD 1228 Class Max. 40 **What's Emotional Intelligence (EI) Got to Do with It?** Weds. 7/12 8:00 AM - 9:15 AM "The "What's EI Got to Do with It?" course is an interactive half-day session blending PowerPoint lecture; video clips; individual and group exercises; and facilitated discussion introducing Emotional Intelligence as a leadership competency. In this course specific attention is given to the relationship between the Emotional Intelligence scales and sub-scales and the Office of Personnel Management (OPM) Executive Core Qualifications (ECQs) for leaders.

○ LC 1309 Class Max. 40 **The Power of Influencing & Coaching for Performance.** Weds. 7/12 8:00 AM - 9:15 AM Thoughtful, analytical, strategic and insightful leaders add value and vision to any organization, but can often struggle to be seen and heard. If this sounds like you, do not despair! You can learn to shine the spotlight on your strengths to become a more effective, adaptable and engaging leader. Learn the effective communication and team building strategies you need to adapt and survive in an extroverted world.

○ LC 1318 Class Max. 40 **Integrity-Based Leadership.** Weds. 7/12 8:00 AM - 9:15 AM Dr. Sherrie Johnson will discuss the importance of being an authentic leader in the workplace. An authentic leader is open, honest, transparent and communicates well with employees. Being an authentic leader creates better employee job performance. She will also discuss research on authentic leadership in the workplace. Here are three takeaways and learning objectives: 1. Learn about the Authentic Leadership Theory 2. Learn the four components of Authentic Leadership: --Internal moral perspective --Balanced Processing --Self-Awareness --Relational Transparency 3. Learn how employees respond to Authentic Leaders and how it affects job performance in the workplace.

○ LC 1321 Class Max. **36 SIMPLE RULES FOR ORGANIZATIONS: Getting Back to Basics.** Weds. 7/12 8:00 AM - 9:15 AM "How can you develop clear and sound options for action that help you to achieve success while making a difference for yourself and your team? With a short list of Simple Rules. Simple Rules are the organizational DNA that provide the framework for what you do and how you do it. They create the culture of your organization and the fundamental yardstick that enables you to do your work. They also exist whether you know them and agree with them or not. Do you know the simple rules in

your organization? How do those rules support your own beliefs, values and priorities? Finally, how do the simple rules help you contribute effectively to your organization?

○ LC 1333 Class Max. 40 **How to Become a JEDI Leader! (Social Justice, Equity, Diversity, Inclusion)**. Weds. 7/12 8:00 AM - 9:15 AM The session will cover the benefits of servant leadership in corporate or institutional environments. Utilizing empathy as a means to ensure social justice, equality, diversity and inclusion are exercised as one of the guiding principles for the agency.

Question Title



Weds. 7/12 9:00 AM - 12:00 PM

○ PD 1214 Class Max. 40 **Writing Like Pros**. Weds. 7/12 9:00 AM - 12:00 PM Effective writing skills are needed by anyone attempting to advance in their career. Writing is as easy as talking. However, with the proliferation of texts, emails, and memos, more and more people find themselves dreading the task of writing and often making unfortunate mistakes. Sharpening Mighty Pens is a refresher course on how to write in a simple, direct, and professional way. Though several objectives will be met, the three most significant ones will be: 1) Determining the purpose for writing; 2) Writing simple sentences and logical paragraphs; and, 3) Editing the written work for common errors, voice, tone, and deadwood.

Question Title



Weds. 7/12 9:30 AM - 10:45 AM

○ PD 1706 Class Max. 36 **Leveling Up for Success Training Series; Session VI - Maintaining Team Resilience Through Change & Uncertainty**. Weds. 7/12 9:30 AM - 10:45 AM How are you managing during these uncertain times? Join us for an interactive overview of personal resilience concepts, strategies and tools to help manage stress. This session will provide an opportunity to share some of the concerns and challenges we are all facing and learn how we can strengthen both personal and team resilience. Take a Personal Resilience Inventory and follow a Daily Resilience Countdown. Learn ways to Rest Your Brain and build your resilience during times of stress and uncertainty. Benefits: 1. Gain an overview of personal resilience concepts and how they impact managing stress and performance. 2. Identify the five factors of resilience. 3. Learn strategies to strengthen both personal and team resilience.

○ OTA 1103 Class Max. 40 **Data Visualization: Info-graphics**. Weds. 7/12 9:30 AM - 10:45 AM This session assists professionals in achieving success in environments where Big Data and metrics are critical. We will discuss information design, data analytics and filtering, best practices in visualization, and programming basics taught by industry experts enable you to bring complex statistics to life for a wide range of audiences.

○ PD 1230 Class Max. 40 **Breaking Adverse Behaviors in the Workplace**. Weds. 7/12 9:30 AM - 10:45 AM In your professional capacity, how should you go about introducing novel procedures or eliminating inefficient practices? The study of the mental processes involved in breaking bad habits can reveal many interesting and useful patterns. Particularly, studies in neuroscience have uncovered a wealth of strategies for altering one's habitual actions. In this session we will discuss some of the most up-to-date, evidence-based recommendations for eliminating undesirable behavior in the workplace, inspiring employees to make positive changes, and ensuring that these improvements "stick" long after the intervention has concluded.

○ LC 1310 Class Max. 40 **AMLD Session 3 - Leadership and Self Care. Who takes care of the leader?** Weds. 7/12 9:30 AM - 10:45 AM Leadership, as it relates to being acknowledged, respected, professionally-developed, and more, especially for women has been historically challenging. In fact, a record number of c-suite women terminated relationships with their employers of Q4 of 2022. Burnout,

being overwhelmed, and stressors are just a few indicators of why women become disenchanted with leaders and leadership. What does this mean for women in leadership roles today and tomorrow?

○ LC 1327 Class Max. 40 **Importance of Communication in Leadership.** Weds. 7/12 9:30 AM - 10:45 AM The training will discuss the importance of leaders communicating effectively with employees and providing ways to accomplish this goal. I will also discuss effective ways to communicate. We will discuss several scenarios as well as a question and answer session.

○ EE 1406 Class Max. 40 **Psychologically Safety in the Workplace.** Weds. 7/12 9:30 AM - 10:45 AM This workshop will cover the following: What psychological safety is and is not; Why psychological safety matters; 4 Dimensions of Psychological Safety; Barriers to cultivating psychologically safe workplaces; Strategies for cultivating and nurturing a psychologically safe workplace; and Helping people navigate through situations where they don't feel psycho-socially safe.

Question Title



Weds. 7/12 9:30 AM - 11:00 AM

○ LC 1334 Class Max. 40 **Emotional Intelligence: The X Factor.** Weds. 7/12 9:30 AM - 11:00 AM Emotional Intelligence is the ability to recognize, understand, and manage our own emotions and the ability to recognize, understand, and influence the emotions of others. Sadly, a recent survey revealed that 64% of the employees surveyed said that they would trust an AI robot more than their actual manager. Studies have shown that 75% of all organizational processes contain elements of Emotional Intelligence while only 25% of organizational processes are solely linked to intelligence quotient. Approximately 58% of professional success is attributed to excellent Emotional Intelligence skills and 90% of top organizational performers were found to score high on Emotional Intelligence attributes. Given the value of this learnable skill, leaders at all levels should gauge the levels of their emotional intelligence and establish a personal improvement plan to enhance their Emotional Intelligence skills.

Question Title



Weds. 7/12 11:00 AM - 12:00 PM

○ PD 1210 Class Max. 40 **Extending Self-Kindness to Discharge Hyper-Self-Criticism.** Weds. 7/12 11:00 AM - 12:00 PM In today's society, it is important to present the best version of ourselves in life and at work. Yet, what are the attitudes or behaviors preventing us from doing just that? While hyper-self-criticism may not apply to all it does severely affect some. This course explores how hyper-self-criticism also referred to as toxic criticism affects our personal and professional relationships. We will discuss root causes and how this behavior doesn't serve us well. Consider, is "hyper-self-criticism" delaying project completion? Productivity? Goal accomplishment? A growing body of research suggests strategies for discharging "hyper-self-criticism" with kindness or compassion. How did we become alarmingly hyper-critical? What's at the root of hyper-self-criticism? The perils of hyper-self-criticism How does our hyper-self-criticism show up in the workplace?

○ PD 1229 Class Max. 40 **The Art of Checking In: Strategies for Fostering a Growth and Trust Culture.** Weds. 7/12 11:00 AM - 12:00 PM Concerned friends, family, coworkers, and employees should be approached year-round. Noticing changes in someone's behavior or mood and asking, "Are you OK?" might help someone with mental health, personal, financial, or interpersonal concerns. Most people believe that asking, "How are you?" can initiate significant conversations, yet it can be intimidating to inquire when something is wrong. Some advice and methods can help you prepare.

○ LC 1306 Class Max. 36 **Leading a Multi-Generational Workforce in Times of Change.** Weds. 7/12 11:00 AM - 12:00 PM Leading teams in an organization in the best of times can be a challenge; having members of five generations does not make the job any easier. From leading teams to developing

individual contributors, how are organizations maximizing their talent base? In this lively interactive discussion, our panelists will share challenges and best practices their organizations use to create leadership opportunities for a multi-generational workforce.

○ LC 1314 Class Max. 40 **Culture Wars: Putting the Posters into Practice.** Weds. 7/12 11:00 AM - 12:00 PM "John C. Maxwell says, "A Leader is one who knows the way, goes the way, and shows the way." Well, that was a great quote before COVID-19, Monkey Pox, Global Warming, Local Election chaos and any number of issues that put us and our organizations into a tailspin and uproot all we know to do. But how do we lead in an ever-evolving world especially when navigate agency politics while creating meaningful spaces for valued work? This session is built to help leaders in federal, state, local government, and military personnel, contractors, vendors, corporate sponsors, and partners navigate not only the day-to-day functional tasks but understand how to be coaches, teachers, mentors, and cheerleaders for everything in between. What happens when we as leaders do not know what to say when organizational culture and safety is at risk?

○ LC 1330 Class Max. 40 **Superwoman: Fact or Fiction.** Weds. 7/12 11:00 AM - 12:00 PM 1. Participants will be able to identify clients that have difficulty with "Superwoman Syndrome" in their various environments 2. Participants will learn what their role in helping those with "Superwoman Syndrome" 3. Participants will learn how to advocate for change within your community. Summary: Women of color continue to experience disparate treatment in their professional roles. This disparity contributes to the role strain that is experienced by women and specifically women of color. This workshop will help identify the women who experience Superwoman Syndrome and ways to effectively assist those women as they work through professional challenges. Moreover, participants will learn effective advocacy strategies to work for positive change.

Question Title



Weds. 7/12 1:00 PM - 4:00 PM

○ PD 1224 Class Max. 40 **Lean Six Sigma Course 3 - Using Process Maps in Lean Six Sigma.** Weds. 7/12 1:00 PM - 4:00 PM "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. Participants will: • Gain an overview of the uses of process maps • Learn tips and tools to build a process map to understand current situations and issues • Practice creating a process map"

○ PD 1227 Class Max. 40 **Leading People through Change.** Weds. 7/12 1:00 PM - 4:00 PM The Leading People through Change course is an interactive one-day session blending PowerPoint lecture; video clips; individual and group exercises; and facilitated discussion to survey the root causes that increase the level of complexity associated with two Office of Personnel Management (OPM) leadership imperatives (ie. Leading People and Leading Change). This course will focus on the characteristic and competencies required to build leadership strategies to successfully lead and manage change.

○ LC 1308 Class Max. 40 **Civility in the Workplace (Civil Treatment).** Weds. 7/12 1:00 PM - 4:00 PM "CTL® provides leaders with the skills and insights they need to achieve positive business results and engage employees in ways that inspire their best work. Rather than focusing on the law exclusively, CTL focuses on a wide range of behaviors to spark new insights for leaders in how "doing what we've always done" is affecting productivity and morale in ways they may not have considered. With simple and sustainable learning models and tools, leaders will develop skills proven to positively impact workplace culture and business results.

○ EE 1411 Class Max. 40 **Trauma in the Workplace Workshop.** Weds. 7/12 1:00 PM - 4:00 PM Trauma is real, even in the workplace. But here's the truth: adults spend most of their time at work. We are at work more than we are with our loved ones, in our leisure activities or our civic activities. Workplaces need to become places where we not only grow and develop — they also need to be places where we can heal and repair what has been hurt. And in this crisis – our work and home-life have become inextricably linked. To not address trauma and stress is to impact both work and home life. Learn to be more trauma-informed, learn to identify trauma triggers and responses in others. Have more empathy.

Question Title



Weds. 7/12 1:15 PM - 2:30 PM

○ PD 1707 Class Max. 36 **Leveling Up for Success Training Series; Session VII - Creating a Meaningful Mentoring Partnership: G.R.O.W.** Weds. 7/12 1:15 PM - 2:30 PM Finding someone at work who will support, encourage, and challenge you is one of the best ways to advance your career and develop your skills. Typically, this type of relationship involves mentoring. The advantages of having a mentor have been extensively documented. To reap the benefits of mentorship for oneself or one's organization, the mentor-mentee relationship is crucial. This training will explore how to create effective and meaningful mentor relationships using the G.R.O.W. (Goal), Current Reality, Options (or Obstacles), Will (or Way Forward) model and how it helps define the goals for the mentor-mentee relationship.

○ OTA 1107 Class Max. 40 **TSP Pre-Separation.** Weds. 7/12 1:15 PM - 2:30 PM This course is designed to give late-career participants the tools they need to make smart decisions with their TSP savings as they prepare to retire. The agenda includes the TSP distributions, death benefits and other separation concerns regarding their TSP account. This is a 2½-hour session.

○ LC 1307 Class Max. 40 **Ethical Leadership.** Weds. 7/12 1:15 PM - 2:30 PM The training will also discuss the importance of being an Ethical leader and the pitfalls when there is a lack of respect for leadership. We will discuss scenarios from my research and interviews with employees. There is also a question and answer session.

○ LC 1317 Class Max. 40 **Learn to ENGAGE, INSPIRE, and MOTIVATE - Bring out the best in your Team.** Weds. 7/12 1:15 PM - 2:30 PM Strong, productive teams that pull together to exceed goals and go the extra mile don't happen by accident. They're created, led and motivated by leaders with exceptional team building skills. Thanks to this intensive training, your managers, supervisors and team leaders can now master the latest techniques, innovative tools and best practices used by the country's top leaders to achieve improved team performance and increased productivity. This revolutionary approach to leadership training is highly interactive, and the participants "learn by doing" it, in proactive sessions, small groups activities, role playing and other team-building exercises. They'll gain tools for improving cooperation, strengthening teamwork and opening lines of communication. They'll learn a proactive approach to dealing tactfully yet firmly with unacceptable employee behavior and learn steps for coaching team members with unsatisfactory performance.

Question Title



Weds. 7/12 2:45 PM - 4:00 PM

● OTA 1108 Class Max. 40 **TSP Early to Mid-Career.** Weds. 7/12 2:45 PM - 4:00 PM This webinar focuses on what early and mid-career employees and service members can do to take full advantage of the TSP. You'll learn how TSP contributions work, the difference between traditional and Roth contributions, and how to manage your TSP account throughout your career. This is a 2½-hour session

○ PD 1201 Class Max. 40 **Breaking the Glass Ceiling: Where Can Your Goals Take You.** Weds. 7/12 2:45 PM - 4:00 PM "WHERE CAN YOUR GOALS TAKE YOU? Are you allowing your past experiences to define

you? Worrying about the opinions of others? Not trusting your ability to reach your big goals and dreams? That stops now! Learn how to step forward into growth and start reaching your goals with enthusiasm and not give up when the motivation runs out. Step Forward into Growth! Join us as Melissa Kirkpatrick, motivational speaker and coach, delivers a fun and engaging workshop for you to: - Learn to step forward into a growth mindset - Focus on reaching your goals with confidence - Not giving up when the motivation runs out."

○ LC 1310 Class Max. 40 **AMLD Session 4 - To Climb or Not To Climb? That is the question.** Weds. 7/12 2:45 PM - 4:00 PM Leadership, as it relates to being acknowledged, respected, professionally-developed, and more, especially for women has been historically challenging. In fact, a record number of c-suite women terminated relationships with their employers of Q4 of 2022. Burnout, being overwhelmed, and stressors are just a few indicators of why women become disenchanted with leaders and leadership. What does this mean for women in leadership roles today and tomorrow?

○ LC 1322 Class Max. 40 **LEADERSHIP REBOOT 2023: Thriving through individual and collaborative success today.** Weds. 7/12 2:45 PM - 4:00 PM Sometimes we get so caught up in old patterns and behaviors that we start to take our lives, our work, other people, and situations for granted. Even after finishing a tough project or reaching a significant milestone, we can still feel stuck and stale. Not the same as stress or having a frustrating day at the office, there is a time when we need to reset ourselves, in order to move forward with renewed clarity and motivation. It may be time for a Leadership Reboot. This presentation will start with a simple self-assessment, offer tips and tools to refresh your strengths and abilities, and create a template to move forward with clarity and motivation.

Question Title



Weds. 7/12 4:15 PM - 5:15 PM

○ PD 1206 Class Max. 40 **Habits of High Performers.** Weds. 7/12 4:15 PM - 5:15 PM It takes more than just finishing projects on time and under budget to develop into a high performer. If you want to make a good impression on your manager, you're going to have to put in the effort to develop reliable work habits. This session will demonstrate tried-and-true practices of high performers that will assist you in climbing the career ladder and achieving even the most aspirational career goals.

○ LC 1302 Class Max. 40 **Crucial Conversations.** Weds. 7/12 4:15 PM - 5:15 PM How do we engage employees? Understanding how to have crucial conversations with employees. We will define employee engagement and communication. By using various scenarios, attendees will participate with ways to have conversations dealing with each. Benefits: 1. Learn the Four Pillars of Engagement. 2. Understand how to handle difficult conversations in the workplace. 3. Learn techniques and approaches on how to engage employees.

○ LC 1315 Class Max. 40 **Let's Hear it One time for the Culture.** Weds. 7/12 4:15 PM - 5:15 PM It's said that "Culture is important because it creates assumptions about how the world operates, and those assumptions in turn drive a huge piece of our behavior." Those behavioral drivers lead to how we interact with internal and external characters. Culture is sometimes undermined by subcultures that can only be allowed to exist and grow with inconsistencies in the message from the top down. In this session participants will learn how to begin the work by tackling 3 Things: 1. Identify what your organization's current culture is 2. Identify the barriers, biases, and inconsistencies 3. Take away homework to try out how to get topics on the table before bad culture and behavior affect the bottom-line.

○ EE 1414 Class Max. 36 **The Essentials to Great People Skills: Achieving Interpersonal Excellence.** Weds. 7/12 4:15 PM - 5:15 PM Organizations often pay a monumental price in lost productivity because of emotional disturbances and negative attitudes caused by damaged interpersonal relationships. A conflict between colleagues can impact not only productivity, but also sometime affect the morale of

the other employees or the services provided to clients. Those who understand and practice positive interpersonal skills contribute not only to the organization but also to their own personal career success. The relationships that individuals create and maintain with others at work can be viewed as treasures. They are the jewels of organizational and personal effectiveness. When relationships are healthy, open, fun and mutually rewarding, they can enrich the work place experience.

○ EE 1418 Class Max. 40 **Work-Life Balance for You.** Weds. 7/12 4:15 PM - 5:15 PM Research shows that overwork is bad for employees and companies, but it's hard to break bad work habits and improve work-life balance. The authors interviewed mid- and senior-level managers at two global firms to learn how busy professionals can improve. Most respondents assumed working long hours was inevitable, but a significant minority were able to resist this pressure and achieve a healthier balance through awareness, conscious re-prioritizing, and public and private changes. To achieve lasting change, view this process as a cycle in which you constantly re-evaluate your changing feelings and priorities and adjust your work and life choices.

Question Title



Thurs. 7/13 8:00 AM - 11:00 AM

○ PD 1207 Class Max. 40 **My Career Needs Analysis Workshop.** Thurs. 7/13 8:00 AM - 11:00 AM When was the last time you assessed your career goals and needs? Many professionals never stop to think about, or plan their careers. In this working session, participants will learn some of the key drivers affecting professionals' decisions to make changes in their careers, and consider them as you evaluate their own needs. In this high impact session, an expert coach and leadership development training guides participants through a journey of mindset shifting, self-awareness, and personal analysis to lay the foundation for more meaningful career choices. OBJECTIVES Upon completion of the workshop participants will: 1. Recognize core drivers for career change. 2. Identify core priorities, passions, strengths. 3. Build confidence to develop an individual career development plan, based on personal needs analysis.

○ PD 1232 Class Max. 40 **Self-Confidence Unleashed.** Thurs. 7/13 8:00 AM - 11:00 AM "Everyone desires to be confident, yet very few have been able to develop it in all facets of their life. A lack of self-confidence can ultimately become the most significant hindrance to finding happiness, success, and fulfillment. Self-confidence is a critical skill for success in life, personally and professionally. If women don't feel worthy and/or don't know how to express their self-worth when communicating with others can be very detrimental to them professionally and personally.

○ LC 1324 Class Max. 40 **Leadership Agility.** Thurs. 7/13 8:00 AM - 11:00 AM Leadership agility is the ability to take effective action in complex and rapidly changing conditions. This concept is introduced and developed to teach leaders core focus areas and specific skills to be more effective in today's dynamic work environment with increasingly diverse employees. The six core skills increase participants': · capacity to inspire others · ability to provide feedback and coach to desired outcomes · ability to flex behavior based on the needs of others · capacity to deal with conflict · ability to operate outside of personal preferences · ability to identify and assess performance.

Question Title



Thurs 7/13 9:30 AM - 10:45 AM

○ EE 1402 Class Max. 36 **Dealing with Workplace Harassment.** Thurs. 7/13 9:30 AM - 10:45 AM This workshop will assist individuals to identify, prevent, and manage issues of harassment (non- sexual), sexual harassment, and the abuse of authority in the workplace. What is a hostile environment in the workplace? Understanding management's responsibility for dealing with harassment allegations and

where to locate your agency anti-harassment policy. What are the differences between an anti-harassment program and the EEO federal sector complaint process? Benefits: 1. How to identify issues of harassment and what to do in various situations. 2. What are the costs to the individual, team and agency. Understanding how harassment affects the workplace environment. 3. An interactive discussion of scenarios to determine "is this workplace harassment?" Learn ways to be proactive and tips to help prevent a hostile environment.