



## NATIONAL TRAINING PROGRAM

JULY 10-14 2023

*All Roads Lead to Ohio*

# TRAINING BREAKOUT SESSIONS 2023

**LevelingUP**  
*For Success*



Pamela H. Richards  
FEW National President

**LEVELING UP**  
*For Success*

Working for the Advancement  
of Women in the Government

## Training Breakout Session Tracks

PD – Professional Development | OTA – Office Technology and Administration |

LC – Leadership and Culture | EE – Employee Experience



Monday, 7/10

Mon. 7/10 10:00 AM - 11:30 AM Class Max. 36 LC 1316 **Organizational Excellence - Lead with Passion, Power and Purpose** 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.

Mon. 7/10 10:00 AM - 11:30 AM Class Max. 40 EE 1405 **The Evolving Diaspora of The Well Women and Workplace Culture 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 hyperarousal can lead to depression, anxiety-related symptoms, diminished psychological well-being and ultimately impact one's physical and socio-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. Participants will engage in techniques of disarming, emotional accessibility growth, and recognize the importance of safe authentication.

Mon. 7/10 10:00 AM - 11:30 AM Class Max. 40 LC 1305 **Leadership Versus Management** 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.

Mon. 7/10 10:00 AM - 11:30 AM Class Max. 40 LC 1329 **Authenticity in the Workplace** 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.

Mon. 7/10 10:00 AM - 11:30 AM Class Max. 40 OTA 1104 **Evolution of Cybersecurity and Data Analytics in Today's Workforce.** 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!

Mon. 7/10 10:00 AM - 11:30 AM Class Max. 40 PD 1209 **The Well- Rounded Leader: Mastering the Skills Required to Successfully Lead Others.** 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.

Mon. 7/10 10:00 AM - 11:30 AM Class Max. 40 PD 1211 **Law of the Rubberband & Law of Pain.** 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.

Mon. 7/10 10:00 AM - 11:30 AM Class Max. 40 PD 1235 **Inspiring Innovation and Leading Change** This is an interactive workshop in which participants will learn how to inspire innovation and effectively lead change. You will learn how to engage and prepare your staff to be innovative, fostering an environment of readiness, trust and willingness to bring forth ideas. You will learn the key aspects of successfully leading change and managing the impact of change on your organization, your customers and your staff.

Mon. 7/10 10:00 AM - 11:30 AM Class Max. LC 40 1340 **Wake Up Sleeping Beauty: Leadership and Life Lessons from Our Fairy Tales.** We all remember our favorite fairy tales – Snow White, Cinderella, Rapunzel just to name a few. As a child, they provided great comfort and joy. But as an adult with now a different frame of reference, what did these fairy tales truly teach us or reveal? What did they show us as women? In WAKE-UP SEEPING BEAUTY we will examine the many leadership and life lessons from our fairy tales. This workshop is designed to empower and enlighten individuals that YOU are much more than you think. As women, you have power, possibilities, and purpose. You are the architect and the sustainer of your own happiness, career, and life. Together we also create a plan for our legacy and others by creating a message / story of empowerment, survival, fortitude, vision, intelligence, and beauty. We will WAKE UP America on who we really are.

Mon. 7/10 1:00 PM - 2:30 PM Class Max. 40 EE 1403 **Employee Engagement versus Employee Experience** 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.

Mon. 7/10 1:00 PM - 2:30 PM Class Max. 40 LC 1320 **CREATING MEANINGFUL WORK: How Purpose Can Change Everything (1.5 Hours)** 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. At the end of this presentation, participants will be able to: (1) Articulate their own definitions of engagement and meaningful work. (2) Identify the factors and dynamics of motivation. (3) Recognize the ABCs of meaningful work. (4) Practice two tools for building appreciation and connection into day-to-day efforts.

Mon. 7/10 1:00 PM - 2:30 PM Class Max. 40 LC 1325 **Resilience: The Power of the Pivot** 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.

Mon. 7/10 1:00 PM - 2:30 PM Class Max. 40 **OTA 1102 Data Analysis Using Excel.** 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.

Mon. 7/10 1:00 PM - 2:30 PM Class Max. 40 PD 1219 **The Psychology of Excellence – Live with Passion** 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.

Mon. 7/10 1:00 PM - 2:30 PM Class Max. 40 PD 1231 **Are You Ready for Modern Mentoring?** 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.

Mon. 7/10 1:00 PM - 4:00 PM Class Max. 40 LC 1328 **Finding Your Superpowers Workshop** 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.

Mon. 7/10 1:00 PM - 4:00 PM Class Max. 40 PD 1222 **Lean Six Sigma Course 1 - Introduction to Lean Six Sigma and Waste Identification** 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.

Mon. 7/10 2:45 PM - 4:00PM Class Max. 40 EE 1404 **Optimizing Employee Engagement** Course Description: Employee engagement is a state of functioning in an organization wherein employees are motivated to contribute to the organization's 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.

Mon. 7/10 2:45 PM - 4:00PM Class Max. 40 EE 1410 **Teamwork: Making the Dream Work** "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.

Mon. 7/10 2:45 PM - 4:00PM Class Max. 40 LC 1319 **GETTING UNSTUCK: Simple Tools for Managing Complex Conflict Workshop (1.5 Hours)** 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.

Mon. 7/10 2:45 PM - 4:00PM Class Max. 40 OTA 1101 **Adaptability: A Leader's Guide to Pivoting with Grace and Helping Others Do the Same.** 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.

Mon. 7/10 2:45 PM - 4:00PM Class Max. 40 PD 1204 **Elevate Your Professional Presence.** 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."

Mon. 7/10 2:45 PM - 4:00PM Class Max. 40 PD 1205 **Follow the YELLOW BRICK ROAD.** 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. Through engaging discussion, you will walk away with tangible action steps that will keep you relevant, reliable, resourceful, and rejuvenated in your career when you Follow the YELLOW BRICK ROAD.

Mon. 7/10 4:15 PM - 5:15 PM Class Max. 36 PD 1212 **Microaggressions and Micro-affirmations: Opportunities to respond when someone has been micro aggressive.** Simply stated, a microaggression 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 the surface is really below 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.

Mon. 7/10 4:15 PM - 5:15 PM Class Max. 40 EE 1408 **Embracing Change: Normal Is Gone And It Won't Be Back!** 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.

Mon. 7/10 4:15 PM - 5:15 PM Class Max. 40 LC 1326 **Spilling the Tea: Strategic Leadership for Women** 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.

Mon. 7/10 4:15 PM - 5:15 PM Class Max. 40 OTA 1105 **Impactful Presentation Skills.** 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.

Mon. 7/10 4:15 PM - 5:15 PM Class Max. 40 PD 1221 **Improving Communication to Increase Productivity and Teamwork** 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.

Mon. 7/10 4:15 PM - 5:15 PM Class Max. 40 PD 1236 **Optimizing your Marketability and Interview Preparation** Interested in competing for your next promotion or interviewing for a career broadening

opportunity? It is critical to ensure you are marketable and that you are thoroughly prepared for your interview. This workshop is focused on how to analyze your resume, steps you can take to optimize your marketability and the tools and tips to ensure you are poised and ready to ace the interview.

Mon. 7/10 4:15 PM - 5:15 PM. Class Max. 40 LC 1431 **All R.I.S.E - Leaders Who Change the World and Status Quo All R.I.S.E – Leaders Who Change the World and Status Quo** – There is power when you know who you and your purpose. This workshop is designed to reveal traits effective leaders use to make a difference in life and their profession. This session will examine and address those attributes a leader should possess to R.I.S.E Up, change the world and shake things up for a greater good. We will look at some common and unconscious pitfalls (i.e., perspective, presence, and poor planning to name a few) that prevent one's potential in elevating in the work environment and offer effective tools, techniques and strategies like positioning 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 and journey – a path and plan to help us All R.I.S.E.

Mon. 7/10 4:15 PM - 5:15 PM. Class Max. 40 PD 1242 **Power Up Your Resume** This session will provide key steps to develop a strong and impactful resume. Whether you are looking for career progression or a pivot you will learn proven ways to highlight your career capabilities, experience and exposure that reflect your accomplishments and enthusiasm. Attendees will depart with clear strategies to update/refresh their resume.



Tuesday, 7/11

Tues. 7/11 8:00 AM - 12:00 PM Class Max. 30 LC 1338 **Fostering a Public Service Mindset** Unlike the private sector, where the focus is on generating profits and maximizing shareholder value, public-sector organizations maximize the value of taxpayer dollars by providing outstanding service to the American people. For this reason, government employees need a more externally focused mentality when approaching their careers. This commitment to the greater good is at the heart of the public service mindset. This frame of mind allows employees to better execute essential programs and provide necessary assistance to their communities. This mindset also has personal benefits, as public servants feel increased job satisfaction and engagement.

Tues. 7/11 8:00 AM - 9:00 AM Class Max. 36 EE 1216 **Three Cheers for Us: Celebrating Self-Esteem.** 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.

Tues. 7/11 8:00 AM - 9:15 AM Class Max. 40 EE 1422 **The Importance of Self-Care** 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.

Tues. 7/11 8:00 AM - 9:15 AM Class Max. 40 LC 1301 **Creating a Conflict Management/Conflict Resolution Culture** 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.

Tues. 7/11 8:00 AM - 9:15 AM Class Max. 40 LC 1303 **Leveraging Diversity in the Workplace** 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.

Tues. 7/11 8:00 AM - 9:15 AM Class Max. 40 PD 1202 **The Benefits of Mentoring and Building Coalitions.** 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.

Tues. 7/11 8:00 AM - 9:15 AM Class Max. 40 PD 1225 **The Emotionally Intelligent Leader - Creating an Inclusive Culture** 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.

Tues. 7/11 9:00 AM - 12:00 PM Class Max. 40 LC 1313 **Accelerant Culture: Everyone Gets to Get Better Workshop (3-hours)** 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

Tues. 7/11 9:15 AM - 12:00 PM Class Max. 40 PD 1215 **Confident Public Speaking (Even When Your Knees Are Knocking).** 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.

Tues. 7/11 9:30 AM - 10:45 AM Class Max. 36 OTA 1312 **Implicit Bias: Conscious Decision Maker 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 bias 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

Tues. 7/11 9:30 AM - 10:45 AM Class Max. 40 LC 1323 **STRETCH AND FOLD: Kneading a Strategy for Resilience (2-Hours)** 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 needs 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.

Tues. 7/11 9:30 AM - 10:45 AM Class Max. 40 PD 1203 **Transitioning from a Manager to a Leader.** 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.

Tues. 7/11 9:30 AM - 10:45 AM Class Max. 40 LC 1329 **Authenticity in the Workplace** 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.

Tues. 7/11 11:00 AM - 12:00 PM Class Max. 36 EE 1417 **Women at Work and the Evolving Workplace** 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).

Tues. 7/11 11:00 AM - 12:00 PM Class Max. 40 EE 1412 **A Discussion on Ethics and Integrity** 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.

Tues. 7/11 11:00 AM - 12:00 PM Class Max. 40 LC 1304 **Self-Care for Leaders: How to Avoid Burnout, Increase Productivity and Exemplify Work-Life Integration** 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.

Tues. 7/11 11:00 AM - 12:00 PM Class Max. 40 MW 1502 A **Sense of Life Control - Knowing your Emotional Wellbeing** Join us for a 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.

Tues. 7/11 11:00 AM - 12:00 PM Class Max. 40 OTA 1113 **Maximize Your Minutes: The Value of Time Management.** 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.

Tues. 7/11 11:00 AM - 12:00 PM Class Max. 40 PD 1237 **Situational Leadership** Strong leaders have the ability to adapt their leadership style to unique situations to meet the needs of the individuals or teams. One size does truly not fit all. In this workshop you will learn how to diagnose the situation, understand various leadership styles, how to best select the style to fit the situation and how to build and sustain trust demonstrating your competence, commitment and character.

Tues. 7/11 1:00 PM - 4:00 PM Class Max. 40 EE 1415 **Understanding and Enforcing your EEO Rights in the Federal Government** 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 timeframes 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.

Tues. 7/11 1:00 PM - 4:00 PM Class Max. 40 LC 1223 **Lean Six Sigma Course 2 - Using Voice of the Customer to Define Problem Statements 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.

Tues. 7/11 1:15 PM - 2:30 PM Class Max. 40 EE 1407 **Just Keep Going: Don't quit; Don't give up.** 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.

Tues. 7/11 1:15 PM - 2:30 PM Class Max. 40 EE 1413 **From Snacking on Diversity and Inclusion to Full Systematic Implementation** 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 systematically and for equitable, systemic outcomes. The emphasis is on re-humanizing the organizational ecosystems where people matter and have quality well-being at work. • This interactive workshop allows participants to practice approaching D&I initiatives as a collectivist working society. • The experiential elements of the workshop demonstrate how to close gaps in exclusive and biased behaviors and actualize D&I organizationally.

Tues. 7/11 1:15 PM - 2:30 PM Class Max. 40 EE 1416 **Strategies for Resilience: Success Skills for an Inclusive and Sustainable Future (Panel)** 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.

Tues. 7/11 1:15 PM - 2:30 PM Class Max. 40 OTA 1106 **Process Improvement: Identify, Analyze, and Improve.** 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.

Tues. 7/11 1:15 PM - 2:30 PM Class Max. 40 PD 1213 **Don't Trip: How to Avoid Common Leadership Traps.** 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.

Tues. 7/11 1:15 PM - 2:30 PM Class Max. 40 PD 1226 **How to Develop Others** 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.

Tues. 7/11 2:45 PM - 4:00 PM Class Max. 36 OTA 1103 **Data Visualization: Infographics.** 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.

Tues. 7/11 2:45 PM - 4:00 PM Class Max. 40 LC 1336 **The Power of Commitment** What is the difference between failure and success? Commitment. It makes the difference between failure and success at work, school and home. This workshop is focused on understanding the power of commitment, the importance of accountability and the impact this focused effort has on you and those you lead.

Tues. 7/11 2:45 PM - 4:00 PM Class Max. 40 PD 1218 **Thriving Under Pressure: Managing Emotions and Stress** 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.

Tues. 7/11 2:45 PM - 4:00 PM Class Max. 40 PD 1233 **Mentorship: The Game Changer for Women** "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. "

Tues. 7/11 4:15 PM - 5:15 PM Class Max. 36 EE 1409 **The Garbage Truck Comes on Tuesdays and Fridays: Dumping Negative Attitudes** 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.

Tues. 7/11 4:15 PM - 5:15 PM Class Max. 40 EE 1401 **Advancing Your Career with Diversity of Thought** 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.

Tues. 7/11 4:15 PM - 5:15 PM Class Max. 40 LC 1311 **Winning Conversations: How to Communicate Successfully and Courageously about Race in the Workplace** 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.

Tues. 7/11 4:15 PM - 5:15 PM Class Max. 40 MW 1503 **Mental Fitness: Healthy Thinking in the Workplace** Join us for a 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.

Tues. 7/11 4:15 PM - 5:15 PM Class Max. 40 PD 1208 **Obtaining Your Full Potential 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".

Tues. 7/11 4:15 PM - 5:15 PM Class Max. 40 PD 1220 **The Essentials of Credibility, Composure and Confidence** 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.

Tues. 7/11 4:15 PM - 5:15 PM Class Max. 40 PD 1240 **Becoming a Person of Influence** Usually my presentation is packed full of information and interaction with the intent to create a fun learning environment for building awareness. My goal is to have each participant to walk away with at least one mind-changing idea that will create a desire for motivation and self-improvement to increase productivity and results in your organization.

Tues. 7/11 4:15 PM - 5:15 PM Class Max. 40 LC 1329 **Authenticity in the Workplace** 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.



Wednesday, 7/12

Weds. 7/12 8:00 AM - 12:00 PM Class Max. 30 PD 1238 **Thinking Strategically** Spend any length of time at an organization and you will undoubtedly hear someone express the need to take a more strategic approach. Broadening our perspective in this way may seem antithetical to the ordinary tasks we need to accomplish. In fast-paced work environments, the daily pressures of our roles often force us to focus narrowly on assignments that require our immediate attention. However, this limited perspective can obscure our ability to see the bigger picture and recognize our influence over those around us. When we are able to expand our thinking to a more strategic level, we are better able to achieve long-term goals and appreciate the impact of our behaviors.

Weds. 7/12 8:00 AM - 9:15 AM Class Max. 36 LC 1321 **SIMPLE RULES FOR ORGANIZATIONS: Getting Back to Basics** 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? By the end of this session, attendees will be able to: (1) Understand the genesis and nature of Simple Rules. (2) Examine what they want to create in their relationships and organizational structures.

Weds. 7/12 8:00 AM - 9:15 AM Class Max. 40 EE 1424 **Championing DEI in the Workplace** This training program is designed to help participants understand who they are and how that shows up in the ways they approach DEI transformation. We begin with a proprietary self-assessment developed by our team to identify an individual's strengths and opportunities related to their equity consciousness and competency. Participants will receive a personalized guide with resources to hone and learn more about how to impact DEI work more effectively.

Weds. 7/12 8:00 AM - 9:15 AM Class Max. 40 LC 1309 **The Introverted Leader: Stand Out, Be Heard and Inspire, Coach and Direct Others** 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.

Weds. 7/12 8:00 AM - 9:15 AM Class Max. 40 LC 1318 **Integrity-Based Leadership** 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.

Weds. 7/12 8:00 AM - 9:15 AM Class Max. 40 LC 1333 **How to Become a JEDI Leader! (Social Justice, Equity, Diversity, Inclusion)** 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.

Weds. 7/12 8:00 AM - 9:15 AM Class Max. 40 PD 1217 **Creating an Effective Career Development Plan 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.

Weds. 7/12 8:00 AM - 9:15 AM Class Max. 40 PD 1228 **What's Emotional Intelligence (EI) Got to Do with It?** 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 subscales and the Office of Personnel Management (OPM) Executive Core Qualifications (ECQs) for leaders.

Weds. 7/12 9:00 AM - 12:00 PM Class Max. 40 PD 1214 **Writing Like Pros.** 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.

Weds. 7/12 9:30 AM - 10:45 AM Class Max. 40 EE 1406 **Psychologically Safety in the Workplace** 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 psychosocially safe.

Weds. 7/12 9:30 AM - 10:45 AM Class Max. 40 LC 1327 **Importance of Communication in Leadership** 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.

Weds. 7/12 9:30 AM - 10:45 AM Class Max. 40 PD 1230 **Breaking Adverse Behaviors in the Workplace** 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.

Weds. 7/12 9:30 AM - 11:00 AM Class Max. 40 LC 1334 **Emotional Intelligence: The X Factor**

**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.

Weds. 7/12 9:30 AM - 11:00 AM Class Max. 40 PD 1234 **Networking Essentials for Success**

Networking is a skill that everyone is expected to know, but most were never taught. This contributes to fear, anxiety, and lack of success. A few mindset shifts can make an incredible difference instantly! You'll learn: - Secret #1 How to overcome fear when talking to strangers! - Secret #2 How to start AND end the conversation like a pro! - Secret #3 How to accomplish your personal and organizational goals through relationships and community.

Weds. 7/12 11:00 AM - 12:00 PM Class Max. 36 LC 1306 **Leading a Multi-Generational Workforce in Times of Change**

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 multigenerational workforce.

Weds. 7/12 11:00 AM - 12:00 PM Class Max. 40 EE 1330 **Superwoman: Fact or Fiction 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.



Weds. 7/12 11:00 AM - 12:00 PM Class Max. 40 LC 1314 **Culture Wars: Putting the Posters into Practice** 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? In this session we will look at our organizations culture statements, values, and posters to see if we have what it takes to put them into practice. If you are a leader who is tired of beating your head against the wall about values and culture let's get curious of how to get the right things on the table. Getting comfortable being uncomfortable in this next normal is going to require being H.O.T. The leaders of tomorrow know how to deploy and engage the core elements of Humility, Openness, and Transparency. Showing up the right way in your organization helps to create environments for individual and team growth, thus removing the emotional blocks to creativity helping us lead with empathy creating healthier places to work.

Weds. 7/12 11:00 AM - 12:00 PM Class Max. 40 PD 1210 **Self-Compassion as Self-Care.** 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?

Weds. 7/12 11:00 AM - 12:00 PM Class Max. 40 PD 1229 **The Art of Checking In: Strategies for Fostering a Growth and Trust Culture** 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.

Weds. 7/12 11:00 AM - 12:00 PM Class Max. 40 EEW 1505 **SLEEP the Secret Weapon** Hear a 5-step process on to how addressing sleep, nutrition, exercise, stress, and support networks can enhance the health of your personal & professional life. Discover how Organizations improved internal communication, leadership, and business outcomes by adopting a healthy workplace culture.

Weds. 7/12 1:00 PM - 5:00 PM Class Max. 30 LC 1337 **Diagnosing Performance Issues** What causes employees to underperform? This can be one of the most difficult questions for a supervisor to answer. Performance issues often have complex causes and cannot be resolved by disciplinary action alone. As a supervisor, it is your responsibility to uncover the underlying performance issues of your employees.

This requires an ability to suspend immediate judgment, check your assumptions, and identify how you can collaboratively forge a new path forward.

Weds. 7/12 1:00 PM - 4:00 PM Class Max. 40 EE 1224 **Lean Six Sigma Course 3 - Using Process Maps in Lean Six Sigma** 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.

Weds. 7/12 1:00 PM - 4:00 PM Class Max. 40 PD 1227 **Leading People through Change** 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 (i.e. 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. Course Objectives: • Increase participants' understanding of OPM Executive Core Qualifications (ECQs) Leading Change and Leading People, and the associated core competencies of each ECQ. • Examine factors and causes that contribute to the complexity of various change initiatives • Enable participants to identify specific change initiatives in their own work context and discuss solutions to effectively leverage ECQ skills to lead and manage successful change. Upon completion of this session, participants will: • Understand the relationship and dependency between connectivity between Leading People and Leading Change • Recognize and articulate personal strengths and development areas with demonstrating competency in the discussed ECQs • Identify and understand the triggers that increase leading complex change • Apply what has been learned in the session by developing a personal action plan to address an identified change initiative.

Weds. 7/12 1:00 PM - 4:00 PM Class Max. 40 PD 1308 **Civility in the Workplace (Civil Treatment)** 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.

Weds. 7/12 1:15 PM - 2:30 PM Class Max. 40 LC 1307 **Ethical Leadership** 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.

Weds. 7/12 1:15 PM - 2:30 PM Class Max. 40 LC 1317 **Learn to ENGAGE, INSPIRE, and MOTIVATE** - Bring out the best in your Team 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.

Weds. 7/12 1:15 PM - 2:30 PM Class Max. 40 OTA 1107 **TSP Pre-Separation**. 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.

Weds. 7/12 1:15 PM - 2:30 PM Class Max. 40 PD 1217 **Creating an Effective Career Development Plan** 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.

Weds. 7/12 2:45 PM - 4:00 PM Class Max. 40 LC 1322 **LEADERSHIP REBOOT 2023: Thriving through individual and collaborative success today (2-Hours)** 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. At the end of this presentation, participants will be able to: (1) Identify the gap between where they are and where they want to be. (2) Explore and practice three professional development tools to hone their skills. (3) Begin a personal strategic map for meeting current and new challenges ahead. (4) Create a short list of personal strengths and how to amplify them.

Weds. 7/12 2:45 PM - 4:00 PM Class Max. 40 OTA 1108 **TSP Early to Mid-Career**. 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.

Weds. 7/12 2:45 PM - 4:00 PM Class Max. 40 PD 1201 **Breaking the Glass Ceiling: Where Can Your Goals Take You 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!

Weds. 7/12 2:45 PM - 4:00 PM Class Max. 40 EEW 1506 **The Balancing Act: Work, Life, Family**

Weds. 7/12 4:15 PM - 5:15 PM Class Max. 36 EE 1414 **The Essentials to Great People Skills: Achieving Interpersonal Excellence** 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 workplace experience.

Weds. 7/12 4:15 PM - 5:15 PM Class Max. 40 EE 1418 **Work-Life Balance for You** 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 reprioritizing, 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.

Weds. 7/12 4:15 PM - 5:15 PM Class Max. 40 EE 1423 **Cultivating Courageous Spaces** This training supports participants to cultivate the courage necessary for having challenging conversations. Participants will be empowered with practical skills to courageously communicate in conversations about overt and implicit equity conflicts. Participants will be invited to try on their new courageous communication skills by role playing scenarios that call for courage in intra-group accountability, leadership power dynamics, and collaborating across differences within a team context. Through learning and practicing courageous communication, participants will be better equipped to effectively intervene when they are called to take action in the face of bias or disparities.

Weds. 7/12 4:15 PM - 5:15 PM Class Max. 40 LC 1302 **Crucial Conversations** 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.

Weds. 7/12 4:15 PM - 5:15 PM Class Max. 40 LC 1315 **Let's Hear it One time for the Culture** 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.

Weds. 7/12 4:15 PM - 5:15 PM Class Max. 40 PD 1206 **Habits of High Performers.** 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.



Thursday, 7/13

Thurs. 7/13 8:00 AM - 12:00 PM Class Max. 30 PD 1239 **Making Effective Decisions** We make countless decisions each day in our personal and professional lives. Many are subconscious decisions as we react to stimuli in our environment. Other decisions require higher-order thinking and the ability to weigh conflicting priorities. Asking "How can I get the most out of my career?" or "How can I keep my teammates engaged?" require careful reflection about how we want the future to look and what concrete steps we need to follow to achieve it. Organizational success is predicated on leaders making informed, rational decisions. By understanding how decisions are made and taking an intentional approach, leaders can maximize the positive impact they have on their teams while supporting the overall mission and vision of the organization.

Thurs. 7/13 8:00 AM - 11:00 AM Class Max. 40 PD 1207 **My Career Needs Analysis Workshop (3-Hours)**. 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.

Thurs. 7/13 8:00 AM - 11:00 AM Class Max. 40 PD 1232 **Self-Confidence Unleashed** 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. Top three benefits: The ability to increase productivity. The ability to articulate thoughts or feelings in ways other people understand. The ability to effectively navigate difficult conversations."

Thurs. 7/13 8:00 AM – 9:15 AM Class Max. 40 PD EEW 1507 **Keep Calm: How to Keep Your Cool When Things Get Tense**

Thurs. 7/13 8:00 AM – 9:15 AM Class Max. 40 EE 1425 **DEI 101: Identity, Power, and Privilege** "This course is designed to provide a comprehensive understanding of the relationship between privilege, power and inequity. Participants will have the opportunity to explore different types of individual and group privilege and learn ways to leverage organizational and individual privilege to overcome bias and empower others. In this course participants will:

1. LEARN: Practical guidance for individuals to courageously have challenging conversations
2. PRACTICE: Mindfulness and active listening to understand. Apply learnings and gather feedback in real-time.
3. REFINE: Explore additional resources to explore beyond our time together

Additionally, participants will learn skills to dismantle dominant culture norms that contribute to the disparate treatment and inequities in and by your organization as well as gain in-depth insight into how unconscious and implicit bias can unintentionally perpetuate harm to already oppressed groups."

Thurs. 7/13 9:30 AM - 10:45 AM Class Max. 36 EE 1402 **Dealing with Workplace Harassment** The training program focuses on respect, acceptable workplace conduct, and the types of behaviors that contribute to a respectful and inclusive, and therefore ultimately more profitable, workplace.

Thurs. 7/13 9:30 AM - 10:45 AM Class Max. 40 LC 1339 **Leadership & EI: Developing Your Winning Mindset** Each person views life through their own distinctive perspective. "This is your mindset - the assumptions and expectations you hold about yourself, your life, and the situations around you" (Primeau, 2021, para.1). Your mindset plays a significant role in determining your life's trajectory and how you succeed or fail in your endeavors. Developing a Winning Mindset, where you set the course for success in both personal and professional endeavors, requires a thorough understanding of your mindset and its sometimes-unconscious influence. Furthermore, by adapting and refocusing your mindset, you can set the stage to improve your health, relationships, and confidence to overcome life's challenges and achieve success. Successful individuals have developed unique mindsets as they shape their thought patterns, with the success mindset as the centerpiece of their activities. Developing a winning mindset is a powerful component of success and a strategy that can be developed and harnessed for personal and professional growth and excellence.

Thurs. 7/13 9:30 AM - 10:45 AM Class Max. 40 PD 1241 **Communicating with Tact and Diplomacy** How well you communicate can make or break your professional image. Some people seem to be able to say the right thing no matter what the situation. Their ability to navigate through tense discussions opens doors in the business world that may have otherwise been closed. Become a master communicator!

Thurs. 7/13 9:30 AM - 10:45 AM EEW 1504 **S.E.E.D.S. To a Healthy Workplace** Hear a 5-step process on to how addressing sleep, nutrition, exercise, stress, and support networks can enhance the health of your personal & professional life. Discover how Organizations improved internal communication, leadership and business outcomes by adopting a healthy workplace culture.



### **Multiple-Day Sessions**

#### **Employee Resource Group Program Manager Course**

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.

Mon. 7/10 10:00 - 4:00 PM Class Max. 33 PD 1601

Tues. 7/11 9:00 AM - 3:00 PM Class Max. 33 PD 1601

Weds. 7/12 9:00 AM - 3:00 PM Class Max. 33 PD 1601

### **American Management Leadership by Design Series**

**Session 1 - Leading with Empathy: Making '23 About Me** Leading the Next Generation 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?

Tues. 7/11 9:30 AM - 10:45 AM Class Max. 40 LC 1310 **AMLD Session 1 - Leading with Empathy: Making '23 About Me**

Tues. 7/11 2:45 PM - 4:00 PM Class Max. 40 LC 1310 **AMLD Session 2 - Leading the Next Generation**

Weds. 7/12 9:30 AM - 10:45 AM Class Max. 40 LC 1310 **AMLD Session 3 - Leadership and Self Care. Who takes care of the leader?**

Weds. 7/12 2:45 PM - 4:00 PM Class Max. 40 LC 1310 **AMLD Session 4 - To Climb or Not to Climb?**

### **Leveling Up for Success Training Series**

Mon. 7/10 1:00 PM - 2:15 PM Class Max. 36 PD 1701 **Leveling Up for Success Training Series; Session I - Maintaining an Inclusive Culture in the Modern Workforce** 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.

"Mon. 7/10 2:45 PM - 4:00PM Class Max. 36 PD 1702 **Leveling Up for Success Training Series; Session II - The Importance of Powerful Communication.** 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.

Tues. 7/11 9:30 AM - 10:45 AM Class Max. 40 PD 1703 **Leveling Up for Success Training Series; Session III -The Importance of Being Resilient and Taking Strategic Risks** 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.

Tues. 7/11 1:15 PM - 2:30 PM Class Max. 36 PD 1704 **Leveling Up for Success Training Series; Session IV - The Influence of Allies on the Development of an Inclusive Culture** 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.

Tues. 7/11 2:45 PM - 4:00 PM Class Max. 40 PD 1705 **Leveling Up for Success Training Series; Session V - Connecting in a New Reality Using Strategic Networking** 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 unknowability. 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.

Weds. 7/12 9:30 AM - 10:45 AM Class Max. 36 PD 1706 **Leveling Up for Success Training Series; Session VI - Maintaining Team Resilience Through Change & Uncertainty** 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.

Weds. 7/12 1:15 PM - 2:30 PM Class Max. 36 PD 1707 **Leveling Up for Success Training Series; Session VII - Creating a Meaningful Mentoring Partnership: G.R.O.W.** 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. (G(oal), Current Reality, Options (or Obstacles), Will (or Way Forward) model and how it helps define the goals for the mentor-mentee relationship.



### **Leading for Change**

Instead of traditional compliance training that solely focuses on legal definitions and standards for liability, this session provides an exciting training alternative for harassment prevention.

Tues. 7/11 4:15 PM - 5:15 PM Class Max. 40 PD 1335

Weds. 7/12 8:00 AM - 9:15 AM Class Max. 40 PD 1335