



INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 320, Oklahoma City, OK 73102

<http://www.oklahoma.feb.gov/>

(405) 231-4167

Chair's Corner



The Federal Executive Board went out with a call for **Award nominations** in January. This is a reminder that the deadline to submit nominations is the end of this month. Please be sure to work on those nomination packages and get them to the FEB office by the deadline.

All federal employees within Oklahoma are eligible for nomination: Military, Civilian, Law-Enforcement and Postal Service.

January seems to be a big month for communicating information to federal leaders! Not only did information go out on the Awards program, but we also sent information about **FEB training programs** available for your employees.

Leadership Training opportunities for supervisors, managers, and aspiring leaders:

- March 28, 2008: *"Communications and Conversations: Crucial, Critical and Cumbersome"*
- May 29, 2008: *"Dealing with People in Difficult Situations"*
- March--October 2008: *Leadership FEB*
This particular training is still in the coordination/confirmation stage, since it includes 8 full days of training; however, the material will be posted on our training page when all sessions are confirmed.

Training scheduled for **Clerical and Support Staff**: April 23, 2008: *"Become an Inner Circle Assistant"*

Mediation Training (no grade restriction or suggestion; however, must meet the criteria

outlined): April 28--May 2, 2008 *"Shared Neutrals Academy"*

Registration forms for each of these interagency events are provided within this newsletter for your convenience.

The compiled FEB annual report was released by OPM in January. "Federal Executive Boards are vital to the effective operation of the Federal government," Director Springer said. "With more than 88% of the Federal civilian workforce located outside the Beltway, we must have close coordination of Federal agency activities regardless of their location or the situation." The 28 FEBs reported a total of \$18M cost avoidance in mediation services, more than \$6M in interagency training events; and were responsible for \$82.6M raised through CFCs in their areas.

The Oklahoma FEB contribution to these national efficiencies are:

- \$910,714.74 of the Mediation cost avoidance (approx 5%),
- \$507,379.75 of the interagency training cost avoidance (8-1/2%), and
- \$4,118,488.00 raised through Combined Federal Campaigns (5%).

(Exceeding our 3.5% share of the FEB network)

Thank you for being supportive members of the Oklahoma Federal Executive Board!

Kevin McNeely, Chairman

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Collaboration called key to modern management

By Alyssa Rosenberg

Taken from Gov Exec.com January 4, 2008

A recent report from the IBM Center for the Business of Government suggests that public managers adopt a new set of negotiating tactics and ground rules to avoid conflicts and achieve better results.

"It is a challenging time to be a public manager," wrote Lisa Bingham, a professor of public service at Indiana University, and Rosemary O'Leary, a distinguished professor at the Maxwell School at Syracuse University. "Many public managers are both unitary leaders of unitary organizations *and* work with other organizations and with the public through networks.... Collaboration in networks may yield conflict. Conflict within networks is not inevitable, yet it is predictable if that conflict is not managed."

But despite this dilemma, "many public managers find themselves ill-equipped for managing in a shared-power world," Bingham and O'Leary wrote. "Given the prevalence of networks, the most important skills needed for today's managers are negotiation, bargaining, collaborative problem solving, conflict management and conflict resolution."

The report offers two suggestions for managers who are working in networks and groups to provide solutions for the public.

First, the authors noted, managers should follow an approach called "interest-based negotiation," which focuses not on what the parties to the negotiation want, but why they want it, thus encouraging participants to work for an outcome that will satisfy the most needs.

That may be challenging, the authors said, because "as a leader of a single program or organization, managers often work with independence, setting the rules and calling the shots. As a member of a collaborative network, a manager is typically one of many with numerous intertwining interests that must be met."

The authors said even simple techniques can foster interest-based negotiation, including using neutral facilitators to move discussions along, setting up conference rooms so everyone can see slides or

overheads, and encouraging negotiators to identify and communicate their preferred and second-best outcomes to fellow participants.

"A discussion of interests gives negotiators a much more comprehensive understanding of the concerns and needs of all relevant stakeholders than does jumping to a discussion of the solution," the authors wrote.

But they also suggested that managers use a variety of formal ground rules and frameworks to help participants negotiate openly and productively.

"Labor relations provide another useful model," they noted. "In public sector labor relations, there are chief spokespeople, their negotiating committee, their respective constituencies (local union membership and public agency), and, potentially, state and national affiliates. Ground rules help protect the interests of everyone affected by the outcome of negotiation."

Ground rules include banning unilateral press releases, requiring that meetings times and locations be decided by agreement, setting mutual deadlines, and determining mechanisms for ratifying agreements.

The authors also cited an Army Corps of Engineers model, which begins with retreats for interest-based negotiation training and provides participants with an opportunity to agree on ground rules for negotiations.

The authors cautioned, however, that even successful public networks may face criticism for not being open enough or for not recognizing customary power structures.

"Unlike an agency that acts alone in a traditionally bureaucratic way, the network does not present a clear chain of command," Bingham and O'Leary wrote. "Responsibility is dispersed. Network meetings are not always open to the public. And yet, collaborative public management networks often are carrying out the essential missions of governance: They are making, implementing and carrying out public policy."



Spotlighting Information in Public Service Did You Know...



DEA Mission Statement



The mission of the Drug Enforcement Administration (DEA) is to enforce the controlled substances laws and regulations of the United States and bring to the criminal and civil justice system of the United States, or any other competent jurisdiction, those organizations and principal members of organizations, involved in the growing, manufacture, or distribution of controlled substances appearing in or destined for illicit traffic in the United States; and to recommend and support non-enforcement programs aimed at reducing the availability of illicit controlled substances on the domestic and international markets.

In carrying out its mission as the agency responsible for enforcing the controlled substances laws and regulations of the United States, the DEA's primary responsibilities include:

- Investigation and preparation for the prosecution of major violators of controlled substance laws operating at interstate and international levels.
- Investigation and preparation for prosecution of criminals and drug gangs who perpetrate violence in our communities and terrorize citizens through fear and intimidation.
- Management of a national drug intelligence program in cooperation with federal, state, local, and foreign officials to collect, analyze, and disseminate strategic and operational drug intelligence information.
- Seizure and forfeiture of assets derived from, traceable to, or intended to be used for illicit drug trafficking.
- Enforcement of the provisions of the Controlled Substances Act as they pertain to the manufacture, distribution, and dispensing of legally produced controlled

substances.

- Coordination and cooperation with federal, state and local law enforcement officials on mutual drug enforcement efforts and enhancement of such efforts through exploitation of potential interstate and international investigations beyond local or limited federal jurisdictions and resources.
- Coordination and cooperation with federal, state, and local agencies, and with foreign governments, in programs designed to reduce the availability of illicit abuse-type drugs on the United States market through nonenforcement methods such as crop eradication, crop substitution, and training of foreign officials.
- Responsibility, under the policy guidance of the Secretary of State and U.S. Ambassadors, for all programs associated with drug law enforcement counterparts in foreign countries.
- Liaison with the United Nations, Interpol, and other organizations on matters relating to international drug control programs.

DEA has various publications available from their website, some in downloadable formats, at: <http://www.usdoj.gov/dea/pubs/publications.html>

We wish to thank James Capra, Special Agent in Charge of DEA, Dallas Field Division, for speaking at our January Executive Forum! His presentation on the multi-generational workforce was both informative and inspiring!





Best Dates to Retire 2008

By Tammy Flanagan *National Institute of Transition Planning* July 27, 2007

In looking at some of the factors to think about in considering the best date to retire, the following specifics are provided to examine the best dates to retire. Here we go...

January 2008

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October 2008

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November 2008

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28	29	30	31	1	2	3

Here's an explanation of what the colors mean:



End of a leave period.



End of the month. That's always good for people retiring under the Federal Employees Retirement System and sometimes for those under the Civil Service Retirement System. By retiring on the last day of the month, your retirement begins on the first day of the following month. For example, if Sue retires on April 30, she will be paid her



2008 Federal Holidays

Federal law (5 U.S.C. 6103) establishes the following public holidays for Federal employees. Please note that most Federal employees work on a Monday through Friday schedule. For these employees, when a holiday falls on a nonworkday -- Saturday or Sunday -- the holiday usually is observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday).

Tuesday, January 1	New Year's Day
Monday, January 21	Birthday of Martin Luther King, Jr.
Monday, February 18*	Washington's Birthday
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Monday, October 13	Columbus Day
Tuesday, November 11	Veterans Day
Thursday, November 27	Thanksgiving Day
Thursday, December 25	Christmas Day

** This holiday is designated as "Washington's Birthday" in section 6103(a) of title 5 of the United States Code, which is the law that specifies holidays for Federal employees. Though other institutions such as state and local governments and private businesses may use other names, it is our policy to always refer to holidays by the names designated in the law.*

Taken from US Office of Personnel Management's "Operating Status Schedules" website.

salary through the close of business that day and her first monthly retirement check will be for the month of May (payable on June 1).

The 1st, 2nd or 3rd of the month is sometimes good for CSRS and CSRS Offset retirements, because retiring on one of these days will still allow the retirement to begin on the following day. So, if Hector retires on Wed, Sept. 3, he will be paid his salary through close of business that day, and his first retirement check will be paid for 27/30 of September (payable on Oct. 1).

During some months, retiring on the 1st, 2nd or 3rd day will allow you to finish your 80 hours of work for that leave period so that you can earn one last accrual of annual leave that will count toward your lump sum annual leave payment.

I didn't list Saturday and Sunday as good days even if they were on the first, second or third of a month, since there is no salary payment for these days (unless Saturday or Sunday is your normal work day). Remember that if you choose to retire on the first, second or third of the month under CSRS, your first retirement payment is pro-rated based on a 30-day month.

If the third fell on a Monday, I didn't select that date since it would cause you to lose three days of retired pay and only gain one day of additional salary. If adding three more days of service would give you another month in the computation of your retirement, then this might be a good date anyway.

Dec. 31, 2008, for FERS and Jan. 2, 2009, for CSRS are good dates for employees who want to save up their annual leave next year and retire before the end of the leave year. If you are accruing eight hours of leave every pay period, you could save up to 208 hours next year in addition to the annual leave you carry over from 2007.

One last note: The period June 30-July 3 is about halfway through the year. If you save \$1,500 in your TSP every pay period, you would have \$18,000 of tax-deferred savings by the end of pay period 12. If you have some taxable income to declare such as savings bonds, this might be a good time to cash them in while you are saving money for your retirement that can remain tax-deferred and continue to grow.

Tammy Flanagan is the senior benefits director for the [National Institute of Transition Planning Inc.](#), which conducts federal retirement planning workshops and seminars. She has spent 25 years helping federal employees take charge of their retirement by understanding their benefits



Outside the Beltway

By Brian Friel

GovExec.com Jan. 9, 2008

Many of the problems that the federal bureaucracy has created or found itself embroiled in could have been avoided or fixed had key agencies collaborated in advance.

The State Department's woes surrounding its contract with Blackwater Worldwide for security in Iraq at least could have been lessened if its ceaseless turf battle with the Defense Department hadn't gotten in the way of coordination. These are the two agencies jointly charged with stabilizing that fragile democracy, after all. Similarly, a better pre-existing relationship between the Federal Emergency Management Agency, the National Guard and other groups that form the federal response to natural disasters could have helped improve the rough days and weeks along the Gulf Coast after Hurricane Katrina. And, of course, it was the disconnect among the various agencies charged with keeping the nation safe that terrorists exploited in the attacks of Sept. 11, 2001.

The stovepiped, internally focused hierarchies of the 20th century keep breaking under the weight of 21st century challenges.

Since Sept. 11, more federal officials have come to recognize the value of networks, rather than hierarchies, as organizational models. Law enforcement and intelligence agencies have taken a page from the incident command structure used by wildland firefighters to create centralized commands that gather agents from a variety of organizations into one place to coordinate a single government function across agencies. Homeland Security "fusion" centers have cropped up nationwide to coordinate state, local and federal agents in key metropolitan areas as they seek to prevent terrorist attacks.

In fact, similar networks have long existed in the federal bureaucracy, although they have tended to be unheralded and underappreciated. They are the 28 regional Federal Executive

Boards, all in metropolitan areas outside the Beltway, which have been chugging along since the 1960s.

FEBs connect senior federal executives and military commanders of all agencies in a metropolitan area. They typically have an executive director who serves as the staff coordinator for the board. Some are more active than others, depending on the interest of the local executives and the willingness of agencies to contribute money to cover expenses. The salary for the executive director, for example, depends on such voluntary support.

At their best, FEBs create strong connections among the local leaders of federal agencies that can be tapped at critical times to improve the federal response to local problems. Perhaps the best example was set by the Oklahoma FEB, which played a key role in the recovery following the 1995 bombing of the Alfred P. Murrah Federal Building in Oklahoma City. With Executive Director LeAnn Jenkins as a guiding force, the FEB helped federal agencies there get back on their feet. The board subsequently set the standard for other FEBs and emergency response planning.

Networks such as those with FEBs at their hubs create lateral connections through which information can flow across organizational boundaries, rather than forcing information up chains of command and then back down other chains. In the 21st century, it takes too long to move information through those stovepipes. Or to borrow a phrase, if you want to connect the dots, don't send them up the chain of command. Create immediate connections to others who need to see those dots, or they won't be connected until it's too late.

Brian Friel covered management and human resources at Government Executive for six years and is now a National Journal staff correspondent.



Leadership Development Training May 29, 2008



Dealing with People in Difficult Situations



Participants will learn some of the styles we use to deal with conflict and people who present themselves to us as difficult.

Participants will learn and practice ways of communicating with difficult people in order to get what we want without sacrificing the relationship with the other person.

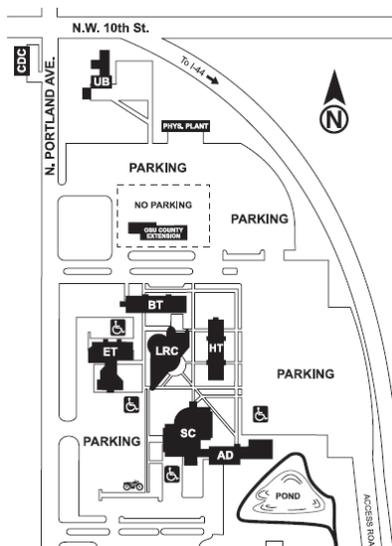
This day-long workshop utilizes presentation, discussion, small group dynamics, and role playing to achieve the objectives.

Date:	Thursday, May 29, 2008
Time:	7:30 a.m. Registration, 8:00 a.m. - 4:00 p.m. Training
Location:	OSU-OKC Campus, Student Center, 900 N. Portland, Oklahoma City
Cost:	\$125.00
Who Should Attend?	Supervisors, managers, team leaders and team members. Anyone in a working environment that relies heavily on communication and relationships with co-workers, stakeholders, and customers.

Registration

Name _____ Agency _____

Phone _____ Fax _____



Method of payment: Cash Government Voucher
 Credit Card Pay at the door

Training will be held in the Student Center (SC), 2nd floor.

Mail registration to: Federal Executive Board
 215 Dean A. McGee, Ste 153
 Oklahoma City, OK 73102

Or fax to: 405-231-4165

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through May 22, 2008. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



Registration and Agreement for Employee Participation in the Oklahoma FEB Alternative Dispute Resolution Consortium, “Shared Neutrals Program”

Employee involvement and availability is key to this program’s success in providing mediation services for federal agencies. Supervisory support of their involvement is critical to their success.

Please indicate (by your signature below) your support of the identified employees(s)’ participation for at least one year, including 10 hours per year in the Oklahoma State Supreme Court system (qualifying the individual for State Certification). The employee’s involvement may be terminated or extended at the end of their year of service.

The supervisor’s signature certifies each nominee meets the following criteria:

1. Possesses strong receptive and expressive skills; is a good communicator.
2. Is able to suspend advice-giving.
3. Availability: must be willing and able to commit to the program for one year (on an as-needed basis), including 10 hours per year to work with the Oklahoma Supreme Court.
4. Has a tolerance for conflict.
5. Demonstrates confidence, possesses leadership qualities.

Maintenance of Program Integrity:

- Mediators shall accept and carry out their assignments consistent with Shared Neutrals policies and procedures.
- Mediators should not accept assignments from an agency unless the assignment is generated through the Oklahoma FEB’s Shared Neutrals program or the program within their employing agency; mediators who knowingly do so, are not functioning as Shared Neutral mediators, nor representing the FEB program
- Mediators should be aware that mediating outside the Oklahoma Federal Executive Board Shared Neutrals program and/or their employing agency could result in a charge of abuse of official time and/or otherwise affect their rights and benefits as federal employees.

REGISTRATION

Dates: April 28-May 2, 2008 (full days) Location: OKC Public Works, 3738 SW 15th Street, OKC
 Cost: \$150.00 per person

Name of Employee	Signature	Date
Name of Supervisor	Signature	Date
Agency	Employee’s Work Ph #	E-mail Address

Workshop attendance is limited so everyone is encouraged to register as soon as possible. The FEB office should receive registration NLT March 28, 2008.

Payment will be in the form of: Cash Check Credit Card Govt Voucher

<i>Mail this completed form to:</i>	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102
<i>OR fax to</i>	405-231-4165

Cancellation Policy: Understanding the unforeseen circumstances may preclude an individual from attending; refunds will be permitted through Thursday, April 17, 2008. However, after that date, registration must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



UPCOMING EVENTS February 2008

- Feb 5-7, 2008** **FEB Executive Director Conf**
Atlanta, Georgia
- Feb 12, 2008** **Shared Neutrals Councils**
11:00 a.m. ZIO's Italian Restaurant
2035 S. Meridian, OKC
POC: FEB Office, 405-231-4167
- Feb 13, 2008** **Mayors Committee on Disability Concerns**
7:30 a.m. 222 NW 15th St, Rm 203, OKC
POC: FEB Office, 405-231-4167
- Feb 13, 2008** **How to Get a Govt Job Session**
12:00 University of Oklahoma
- Feb 14, 2008** **Valentine's Day**
- Feb 14, 2008** **American Indian Council**
2:30 p.m. Allegiance Credit Union
4325 N. Meridian, OKC
POC: Aletha Bolt, 405-297-4575
- Feb 18, 2008** **Washington's Birthday (holiday)**
- Feb 19, 2008** **Federal Employees Care Council**
2:00 p.m. POC: Tom Burton, 405-954-0625
- Feb 20, 2008** **Interagency Training Council**
10:00 a.m. Rose State College Training Center
1720 Hudiburg Drive, MWC
POC: Ellen Parrott, 405-419-4291
- Feb 20, 2008** **Emergency Preparedness Council**
2:00 p.m. 300 N. Meridian, OKC—FHWA
POC: LeAnn Jenkins, 405-231-4167
- Feb 29, 2008** **Naturalization Ceremony**
12:00 noon 200 N.W. 4th St, OKC
POC: FEB Office, 405-231-4167



"Federal Executive Boards are vital to the effective operation of the Federal government," OPM Director Springer said on January 11, 2008. "With more than 88 percent of the Federal civilian workforce located outside the Beltway, we must have close coordination of Federal agency activities regardless of their location or the situation."

Communication—Collaboration—Commitment

Your Federal Executive Board

"Federal Executive Boards (FEBs) are generally responsible for improving coordination among federal activities and programs in...areas outside of Washington, D.C...FEBs support and promote national initiatives of the President and the administration and respond to the local needs of the federal agencies and the community." (GAO-04-384)

We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:

- Jim Akagi, US Drug Enforcement Administration
- Michael Deihl, Administrator, Southwestern Power Administration, Tulsa
- Larry Flener, Representative for the District Director, US Postal Service
- Patti Ford, Director of Staff, Tinker AFB
- Col. Jennifer Graham, 71st MSG, Vance AFB
- Sam Jarvis, Director, VA Regional Office, Muskogee
- Joe Keffer, Warden, Federal Transfer Center
- Scott Morgan, Director, US Postal Service National Center for Employee Development, Norman
- LCDR David Nikodym, Commander, Military Entrance Processing Station
- Dottie Overall, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Stephen Schmelling, Director, EPA National Risk Management Research Laboratory, Ada
- David Wood, Director, VA Medical Center

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to LeAnnJenkins@gsa.gov no later than the 15th of each month.

Officers:

- Chair:** **Kevin McNeely**
OKC Field Office Director
US Department of Housing and
Urban Development
- Vice-Chair:** **Barry Dodson**, Director
USDA Risk Management Agency
- Ex Officio:** **Mike Roach**, U.S. Marshal
US Marshals Service
Western District of Oklahoma

Staff:

- Director:** LeAnn Jenkins
- Assistant:** Karen Harrington
- Program Support:** Constance Ward



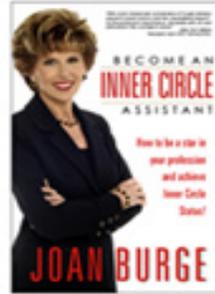
Annual FEB Administrative Professional's Day Training April 23, 2008



BECOME AN INNER CIRCLE ASSISTANT "NEXT GENERATION" TRAINING for the Administrative Professional

The words *Inner Circle* conjure up visions of an exclusive group of people whose achievements are admired and rewarded. The *Inner Circle Assistant* title doesn't show up on any organizational chart but she's the woman or the man, of the hour. The people who support company movers and shakers have the opportunity to move into an *Inner Circle* and this book outlines the steps to get there as well as thrive in the position. It is a book of strategy and workplace philosophy that will help administrative professionals become top performers in work and in their careers. In this seminar, Kathy Tosoian teaches skills in:

- A new way of looking at the profession, as the workplace shifts to a multi-functional, generalized performance environment.
- 12 key competencies: Appointment coordination, manager support, managing office technology, meeting preparation and coordination, office communication, office organization, problem solving, professional behavior and image, professional development, supporting multiple managers, task and project management, and time management.



Tell your support staff that you appreciate them in a way they'll remember!

Since the *inner circle* assistant is a thinker and relies on cognitive powers, it helps to

“know thyself”.

Send your support staff to a day of training on Administrative Professional's Day that will provide ideas on how they can perform more efficiently, improve communication skills and leave them energized and ready to tackle their duties, refreshed.

An autographed copy of the book is included in this training.

Date:	Wednesday, April 23, 2008 -- (Administrative Professional's Day)
Time:	7:30 a.m. Registration, 8:00 a.m. - 4:00 p.m. Training
Location:	Holiday Inn Norman, 1000 N. Interstate Drive, Norman, OK 73072
Cost:	\$100.00
Who Should Attend?	Front line employees who represent the organization to outside customers and inter-organizational employees. Those individuals who utilize their skills to navigate difficult days to the benefit of the organization.

Registration

Name _____ Agency _____

Phone _____ Fax _____

Method of payment: [] Cash [] Government Voucher [] Credit Card [] Pay at the door

Mail registration to:	Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102
Or fax to:	405-231-4165

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 16, 2008. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



Leadership Development Training March 28, 2008



Communications and Conversations: Crucial, Critical, and Cumbersome

How do you know if a conversation is critical, crucial, or cumbersome? Several books have been written about the importance of communication in our professional and personal lives.



In this workshop you will learn:

- how we communicate,
- why we communicate, and, most importantly,
- the best way to communicate in certain situations.

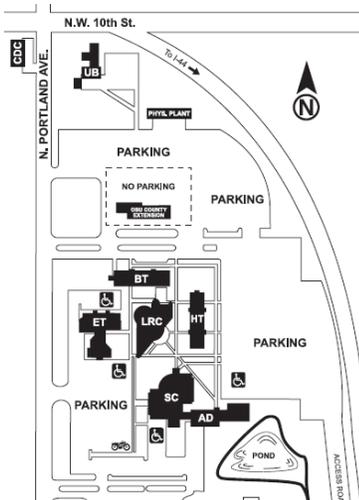
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SUN	MON	TUES	WED	THUR	FRI	SAT
	February 2008				1	2
3	4	5	6	7	8	9
		FEB Executive Director Conference: Atlanta				
10	11	12 11:00 Shared Neutrals	13 07:30 Mayors Committee 12:00 Federal Jobs @ OU	14 2:30 AIC <i>Valentine's Day</i>	15	16
17	18 <i>President's Day</i>	19 2:00 FECC	20 10:00 ITC 2:00 Emgcy Prep	21	22	23
24	25	26	27	28	29 Naturalization	

OKLAHOMA FEDERAL EXECUTIVE BOARD
 215 DEAN A. MCGEE AVENUE, STE 320
 OKLAHOMA CITY, OK 73102-3422
 OFFICIAL BUSINESS ONLY

We wish to thank the FAA Franchise Print shop for their monthly assistance in the duplication and distribution of this newsletter.