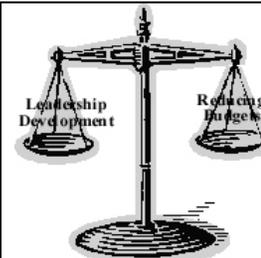


Oklahoma Federal Executive Board
215 Dean A. McGee, Ste 320
Oklahoma City, OK 73102

Leadership FEB



A local approach developed by the
Federal Executive Board of Oklahoma
to
Advance Creative Management Skills
and Enhance Leadership Abilities



- Balancing Management and Leadership Skills
- Expanding Leadership Visions
- Enhancing Competencies
- Increasing Knowledge
- Broadening Networks

March 2009 through October 2009

Why another Leadership “Model”?

Leadership FEB is designed specifically for executives, senior managers, and aspiring leaders within the federal sector. This program is unique in that it is designed for federal participants and showcases primarily federal agencies and their leaders. Built to emulate other “Leadership” models, participants of this program will interact with local executives, sharing information and exploring unique challenges faced and addressed by federal leaders in Oklahoma. ***In addition to the eight forums in which the participants will interact and learn from each other, they will also have the opportunity for active dialogue with agency leaders on various management and leadership challenges.***

Individual Benefits:

Leadership FEB will provide participants exposure to:

- How new and advanced technology is being leveraged for maximum benefits,
- Innovative techniques developed to respond to numerous challenges in the federal sector, and
- A valuable leadership network, providing a number of individuals from which to draw information and solutions.

Agency Benefits:

Leadership FEB will provide your employees knowledge and information on:

- A variety of business practices, providing the benefit from different perspectives,
- Advances in technology to increase productivity and/or operational efficiencies, and
- A valuable network of leaders with a cumulative body of knowledge and expertise comprised from each individual’s perspective.
- Other benefits are listed near the registration page.



Leadership FEB

Registration Form

Name: _____

Agency: _____

Title: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

In order to maximize the benefits and expand the cohesive networking opportunities, no alternates will be authorized to attend single sessions. However, if an identified participant becomes unable to honor their commitment to the program, the employing agency is authorized to replace that individual for the duration of the program.

In order to ensure maximum benefit to the participants, each Leadership FEB class will be limited to 20 participants.

Agency Head Review/Approval

Date

Register as early as possible to reserve a slot for your participant, no later than Friday, March 7, 2008. Cancellations will be processed at no charge to the agency through that date. After March 7, 2008, we ask the agency to honor their obligation due to cost incurred; however, a substitute is authorized and encouraged.

Agency/Registrant may pay by cash, check, credit card, or government voucher. Please submit the registration form:

By mail: Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102	By fax: (405) 231-4165
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Mini-Development Sessions

Preparation for each session will include reading a designated leadership book. Each forum will begin with a “mini-session” to discuss a book on management and/or leadership issues. Each discussion will be led by a federal agency leader in Oklahoma or a past participant of this program.

“Leaders Read”

Important Reminder

Why should you encourage your best and brightest to spend so much time away from work?

- The training that Leadership FEB provides is unique and outstanding.
- A broad range of management and leadership issues are covered, all of which directly affect the federal sector.
- Personal and inter-personal skills focusing on leadership and group dynamics are an integral part of the course. Class members finish the program with an address book crammed with the numbers of federal leaders and fellow participants.
- This training is locally based, so participants continue to have access to what they have learned and the contacts they have made.
- Over 80 hours of training are provided (through scheduled sessions and required leadership reading) during the stretch of eight months, the equivalent of two full-time work-weeks of training for only \$750.

Leadership FEB Narrative

Leadership FEB will consist of eight forums that will showcase 20 different government agencies. The forums will be conducted monthly beginning in March and conclude in October 2008, each lasting the equivalent of a workday. Starting and completion times may vary depending upon the location of the forum and special circumstances. Each forum will include a management briefing and tour of the agency (unless otherwise noted). Below is a brief description of each session.

March 11, 2009 (Wednesday): National Oceanic & Atmospheric Administration (NOAA). This day will begin at the new National Weather Service facilities at the OU campus and progress to the Radar Center in Norman. NOAA will provide presentations and tours of their facilities.

April 16, 2009 (Thursday): *507th Refueling Wing* will focus on the mission and capability of the Wing located at Tinker AFB.

May 14, 2009 (Thursday): *Day to focus on Veterans* will begin at the VA Medical Center in Muskogee, OK. While there, participants will receive a leadership briefing and tour, along with a briefing from the National Cemetery in Ft. Gibson, OK. The day will continue with a briefing and tour of the VA Regional Office in Muskogee.

June 16, 2009 (Tuesday): *US Postal Service* day will begin at the National Center for Employee Development in Norman for briefings and tours. In the afternoon, we will be at the US Postal Service Distribution Center. The USPS Inspection Service will discuss their role in protecting the mail and their role in Homeland Security; the Senior USPS Plant Manager will provide an overview of the Plant’s function; and participants will tour the lively Distribution Center

Leadership FEB Narrative (cont'd)

Other Dates to be determined, but agencies have agreed to support:

July 2009: Transportation Day will be at FAA's Mike Monroney Aeronautical Center, receiving presentations and touring several Transportation organizations located at the Center.

Law Enforcement Day will focus on federal law enforcement agencies to include the Federal Bureau of Investigation and both facilities of the National Air Training Center. The day will consist of leadership presentations and tours of each agency.

Bureau of Prisons Day will begin at the Federal Transfer Center and finish with the Federal Correctional Institution in El Reno, showcasing these two institutions and their differences.

Homeland Security Day will begin at the Customs and Border Patrol National Air Training Center and conclude with a briefing from the US Secret Service.

Prior to each session, participants will receive detailed info regarding the meeting agenda, map quest directions, and other details necessary to fully participate.

Participants must attend five of the eight sessions in order to receive a certificate of completion for this program.

The majority of sessions will occur in the Central Oklahoma area; however, to illustrate the diversity of the nature and geographic areas of our federal community, one session is planned for the Muskogee area.

Bonus Leadership Enrichment



Leadership Reading: Five of the eight scheduled forums will begin with a continental breakfast and Leadership Book discussion led by one of the federal leaders or a past participant of this program. These sessions are additional professional development mini-sessions integrated into the overall design of the program.

Since “the best leaders are readers”; books will be provided to each participant in advance to allow sufficient time to read and be familiar with the management and leadership concepts introduced (this is included in the registration cost).

Additional Tours:

In the event time is available for additional tours, *Leadership FEB* may include an interagency presentation, a tour and presentation from the Oklahoma Department of Emergency Management, or other tours that may benefit participants.

Who Should Attend?

This program is developed for Executives, Senior Managers, and aspiring leaders who are interested in exploring unusual perspectives in solution development and leadership challenges. Success for each participant will be determined by his or her level of interaction throughout the program.

Cost to the Agency:

The registration fee is \$750 per participant, in addition to the eight working days required. This covers *Leadership FEB* program expenses for each forum, five leadership books, parking fees for designated forums, and other materials. Personal expenses, lodging, and mileage are not included in this cost.