



INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 153, Oklahoma City, OK 73102

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

(405) 231-4167

Chair's Corner



Summer greetings to all (from the cool temperatures of my air conditioned office)!

As the end of the fiscal year approaches, we all seem to be busy with

the activities that come with that time of year. Our Federal Executive Board (FEB) has recently completed some activities that were hot on the 'demand list', such as our Determined Accord tabletop exercise. I want to thank FEMA for providing all the materials and Indian Health Services for providing the facility which enabled us to offer this activity at no cost to our federal, state, and local agencies.

We have a few things still on the calendar to finish off the list of this fiscal year's offerings:

The Leadership Symposium scheduled for later this month. This will be the last leadership development training session this fiscal year that is open to anyone wishing to attend.

Leadership FEB Alumni Event scheduled for August 25th is designed for those who are in this year's Leadership FEB class and those who have completed a past year's class. This is a one-day training session offered for Leadership FEB alumni; activities will include sharing lessons learned, favorite agencies visited and the preferred leadership reading assignments.

National FEB Conference

I had the opportunity to attend the National FEB conference with Adrian Andrews, Vice Chair of our FEB, and Executive Director, LeAnn Jenkins in July. We heard from speakers such as:

- Shelley Metzenbaum, OMB Associate Director
- John Berry, U.S. OPM Director
- ADM Thad Allen, Former Commandant, U.S. Coast Guard
- Gene Dodaro, Comptroller General of GAO
- W. Craig Fugate, FEMA Director,
- Martha N. Johnson, GSA Administrator

These agency directors discuss many interesting initiatives that are being planned or are underway that will have a significant impact on the way we conduct our business.



In addition, we had the opportunity to preview the OPMs video to celebrate 50 years of FEB! The video is provided on the Oklahoma FEB website for your viewing (you may

recognize some of the video footage and/or photos).


Jon Worthington, Chairman

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MAINTAINING YOUR MENTAL HEALTH: STUFF THAT WORKS!

Somewhere along my path, someone shared this bit of wisdom with me: *The more options you have, the greater your mental health.* From time to time, this one-liner snaps back into my head. Today, it prompted me to come up with some options (thought processes) in regard to helping you maintain your mental health.

1. A well-lived life is three things . . . honest, messy and beautiful. “Drink them all in” by planning for the best, anticipating the potholes and celebrating all of it!

2. Betty White, the marvelous actress, is nearly 90 years young. Recently, she said, “You can’t help but pick things up as you go through life. You learn a lot, and you learn about having a positive attitude. Try to think of someone other than yourself, and enjoy other people’s good fortunes along with your own.” Thanks for the down-to-earth advice, Betty. You strike me as very mentally-healthy celebrity.

3. When the going gets tough, the tough get loose. James Thurber said, “Never take humor out of anything because humor enhances everything.” In some situations, you may have to look real hard to find humor, but it is always there. The first three letters of the word funeral are f-u-n. I want my funeral to be approached from that perspective. How about you?

4. Mark Twain said, “The inability to forget is infinitely more debilitating than the inability to remember.” Yesterday is a cancelled check and tomorrow is promised to no one; so embrace the present moment as if you have chosen it. All great spiritual teachings take us back to this basic

awareness . . . live in the Now.

5. Most of the time, it’s best to wait as long as you can before making a decision. This enables you to “survey the landscape” and perhaps find more options. The best boss I ever had said this, “It’s not the decisions you make in life, it’s the energy you bring to those decisions.” In regard to mental health and decision-making, these two principles will serve you well.

6. Learn to enjoy the detour. I’ve traveled extensively for the past 25 years and I’ve gotten lost many times. I used to get upset about it. But I soon came to understand that I learned a lot by getting off the beaten path. In fact, one of the best meals I’ve ever had was in southeast Louisiana when I stopped to ask directions.

7. Post this in a place where you can see it daily: *I will do what I love in the service of those who love what I do.* Even if you are not completely happy with your current lot in life, act as if you are. This will “open up your head” and more possibilities will come bounding your way.

Several years ago, I asked one of my grandsons what he’d like to be when he grew up. He said, “I either want to be a doctor or a dollar store owner.” I hope he thinks that way forever! Indeed, his answer underscores that the more options you have, the greater your mental health!

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Email: mark@speakoutseminars.com





Spotlighting Information in Public Service

Did you Know.....

United States Mint Announces Launch Ceremony Dates for Quarters Honoring Vicksburg National Military Park and Chickasaw National Recreation Area

WASHINGTON - August typically signals the end of summer, but there are still enough pleasant days left to enjoy the serenity of our Nation's pristine national parks and sites. Vicksburg National Military Park in Mississippi will be the site of the launch ceremony for the new America the Beautiful

Quarters® Program coin struck in the park's honor. The ceremony will take place Tuesday, August 30 at the USS Cairo Museum located on the grounds of the park. The ceremony starts at 9:30 a.m. Central Time (CT).

In November, Oklahomans and the rest of the Nation will have two things to celebrate: the 104th anniversary of the Oklahoma's admission into the Union and the release of the new quarter honoring Chickasaw National Recreation Area. The launch ceremony will take place Wednesday, November 16 at The Point at the Lake of the Arbuckles boat launch parking lot in Sulphur, Okla. The ceremony starts at 11 a.m. CT.

Both events include a coin exchange after the ceremony where participants can exchange their cash for rolls containing the honored site's new quarter. Children 18 years old and younger will receive a free quarter to commemorate the event.

Additionally, the United States Mint will hold a coin forum the evening before each quarter launch ceremony where the public can discuss future U.S. coinage and learn about United States Mint initiatives and coin programs. Information about the coin forums will be available in the coming weeks.

The United States Mint, created by Congress in 1792, is the Nation's sole manufacturer of legal tender coinage and is responsible for producing circulating coinage for the Nation to conduct its trade and commerce. The United States Mint also produces proof, uncirculated and commemorative coins; Congressional Gold Medals; and silver, gold and platinum bullion



coins.

ADDITIONAL RESOURCES:

- For information about the America the Beautiful Quarters® Program, please visit www.americathebeautifulquarters.gov/
- For information about the United States Mint, visit www.usmint.gov.
- To subscribe to United States Mint electronic product notifications, visit www.usmint.gov/email/?action=newsletters.



Tough Times

Downsizing is not without consequences. The anticipated staffing cuts will expose a core problem that has no immediate solution: Many managers are not ready for what could unfold. Understaffed operations lead to demoralized workforces. Buyouts and early outs deplete institutional knowledge. And voluntary turnover is highest among the best qualified employees with marketable skills. No one knows how serious the hemorrhaging will be, but in every situation managers will be expected to keep the ship afloat.

This scenario would be grim in any organization. Unfortunately, the federal government does not have a record of producing effective managers. Agencies tend to recruit for technical knowledge and skills, and generally do not attract graduates committed to careers in management. And in midcareer, there is too little emphasis on transitioning supervisors from the technical work that led to their success.

People Skills Years ago after a long day of meetings on pay reform at the Federal Executive Institute, an Office of Personnel Management official and I joked about the need for a new job series -- manager. Our tongue-in-cheek plan was to recruit people from business schools, provide relevant training and coaching, assign jobs to develop needed skills, fast track the careers of high potentials, and reward high performers.

I have to admit -- alcohol was involved. In a more serious conversation a few weeks ago, a National Security Personnel System transition team leader pointed out that the switch from senior specialist to supervisor should, in fact, be defined as a new career. Supervisors sometimes see management as an add-on to their technical responsibilities, but they should be selected and promoted based on leadership potential. There are a lot of good people working as managers who would be more satisfied and productive if they had continued in a technical career ladder, the NSPS official observed.

This is true for many in federal executive positions. It is compounded by the backgrounds of many political appointees who have little previous leadership experience. There are more role models in industry.

The Google Test The challenge is not limited to government. Google recently made headlines for its internal study on what characteristics employees

wanted in a boss. The results surprised company leaders. Employees wanted managers with good people skills and ranked the importance of technical expertise dead last. A Google human resources executive noted, "Our best managers have teams that perform better, are retained better, are happier -- they do everything better."

The idea is similar to asking employees to rate their manager but is focused on the ideal, not individuals. Managers who are aware they need to improve might find such a survey threatening, but, of course, they should. This approach, however, does not create tension between managers and their people.

Google now uses the results of these analyses in the selection, training and evaluation of managers' performance. The message is that people skills are central to a manager's career success. Nothing prevents government from undertaking similar studies.

Managers have more impact on the performance of an organization than senior executives, according to recent article by a professor at the University of Pennsylvania's Wharton School. Managers are key to employees' sense of commitment, and committed employees consistently perform at significantly higher levels.

The best-selling book *First, Break All the Rules: What the World's Greatest Managers Do Differently* (Simon & Schuster, 1999) by Gallup consultants Marcus Buckingham and Curt Coffman, stated the case very effectively:

"An employee may join Disney or GE or Time Warner because she is lured by their generous benefits package and their reputation for valuing employees. But it is her relationship with her immediate supervisor that will determine how long she stays and how productive she is while she is there . . . employees don't put their faith in the myth of 'great companies' or 'great leaders.' For employees, there are only managers: great ones, poor ones and many in between."

Research shows that managers, prior to the recession, were the No. 1 reason people quit. Seemingly endless blogs focus on the problems employees have with their supervisors.



Management First Downsizing should be used as an opportunity. In a recent report, "The Campaign for High Performance Government," Paul Light, a professor at New York University, discussed a number of recommendations to reform government. Two focused on reducing the layers of management as well as the number of GS-13 to 15 managers and professionals.

That would open the door to a new generation of managers. In a flattened organization managers and employees both will have greater autonomy and broader responsibility. Studies similar to Google's could serve to rethink the strategies to organize and staff these positions.

Adopting best practices from the private sector, performance systems for managers should focus on a combination of expected results and the competencies associated with the best in class.

In his report, Light recommended replacing the General Schedule with a pay-for-performance system in which the most competent managers would rise through the ranks. Max Stier, president of the nonprofit Partnership for Public Service, reinforced the need for a new pay program in his column "A Smarter Way on Federal Pay" in The Washington Post.

Financial rewards send a powerful message about priorities and would serve here to reinforce the importance of developing the skills associated with great managers.

There are no quick fixes. As the first step in developing new performance systems, the Google approach is a straightforward way to define the model for tomorrow's supervisors and managers. That will provide a basis for identifying the most effective leaders and developing strategies to retain them. Available bonus funds should be used to recognize and reward those who truly stand out.

By Howard Risher, a pay and performance management consultant, managed studies leading to the 1990 Federal Employees Pay Comparability Act. He is the author of Planning Wage and Salary Programs (WorldatWork Press, 2009) and other books. (taken from Government Matters Column of GovExec.com dtd 7-6-11)

Federal Executive Boards Celebrate 50 years

The Federal Executive Boards met in Washington, D.C. the third week of July for their national conference and celebrated the 50th anniversary of FEBs.

It was November 1961 when President Kennedy developed the first 10 FEBs with the stroke of a pen. They have endured changes in Administrations and national priorities, they have supported national initiatives and coordinated local resources to meet local needs.

On July 19th, the Chairs of each of the Federal Executive Boards were recognized for their service with a certificate of appreciation signed

by OPM Director, John Berry.



Oklahoma FEB Chairman, Jon Worthington, the Administrator of Southwestern Power Administration in Tulsa, accepting his certificate from OPM Deputy Director, Christine Griffin.



Adrian Andrews, Vice Chair and Special Agent in Charge of the US Secret Service, Oklahoma City
LeAnn Jenkins, Executive Director of our FEB
Jon Worthington, Chair and Administrator of Southwestern Power Administration



UPCOMING EVENTS

August 2011

- Aug 5, 2011** **Agency Visits-Lawton**
POC: FEB Office, 405-231-4167
- Aug 10, 2011** **Mayors Committee on Disability Concerns**
07:30 a.m. St. Luke's , 222 NW 15th, OKC
POC: Diana Hubbard, 405-297-4544
- Aug 12, 2011** **Agency Visits-Altus**
POC: FEB Office, 405-231-4167
- Aug 15, 2011** **Agency Visits-Tulsa**
POC: FEB Office, 405-231-4167
- Aug 17, 2011** **Executive Policy Council Mtg**
10:00 a.m. FCI-El Reno
POC: FEB Office, 405-231-4167
- Aug 18, 2011** **Leadership Symposium**
All Day Crown Plaza Hotel, OKC
POC: FEB Office, 405-231-4167
- Aug 22, 2011** **FEB Conf Call w/OPM**
1:00 p.m. POC: FEB Office, 405-231-4167
- Aug 23, 2011** **Leadership FEB Forum**
All Day US Postal Service
POC: FEB Office, 405-231-4167
- Aug 25, 2011** **Leadership FEB –Alumni Event**
All Day Clarion Hotel & Conference Center
POC: FEB Office, 405-231-4167
- Aug 30, 2011** **Emergency Preparedness & COOP Council Mtg**
2:00 p.m. Federal Highway Administration
POC: FEB Office, 405-231-4167
- Aug 31, 2011** **Shared Neutrals Lunch n Learn**
11:30 a.m. Topic: Mediation as a Hostage Negotiator (a model overlay for the Advanced Mediator)
POC: FEB Office, 405-231-4167

INSPIRATION CORNER

Success is the person who year after year reaches the highest limits in his field. –Sparky Anderson

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:

- Kirby Brown, Deputy Director, Fires Excellence Center, Fort Sill
- Laura Culberson, Director of Staff, Tinker AFB
- Julie Gosdin, District Director, US Postal Service
- Jerry Hyden, Director, US Department of Housing and Urban Development
- Hector Ledezma, Warden, Federal Correctional Institution
- Dottie Overal, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Betty Tippeconnie, Superintendent, BIA-Concho Agency
- 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: **Jon Worthington**
Administrator, Southwestern Power Administration, Tulsa

Vice-Chair: **Adrian Andrews**
Special Agent in Charge,
US Secret Service, Oklahoma City

Staff:

Director: LeAnn Jenkins
Assistant: Brittyn Combs



Make hard but fair choices to breed trust

—Adapted from the Associated Press website

Being a manager means you can't always worry about whether employees like you. Paradoxically, making tough—but necessary—decisions usually creates a relationship based on mutual respect and trust.

Follow these guidelines:

- **Set expectations, and stick to them.** You can't afford to back away from what needs to be done. Be sure the organization's standards are realistic even if they're challenging, and resist the temptation to compromise in the face of resistance.
- **Don't pass the buck.** Blaming unpopular decisions on other managers erodes your authority. Take responsibility for what needs to be done, even if you don't personally like it.
- **Negotiate with caution.** Flexibility is good, but don't bend your standards out of shape. You may have to make tradeoffs to get a certain project done, for example, but don't lose sight of your organization's objectives and values.
- **Keep objectives in plain sight.** Goals should be clear and immediate. If they're vague or too long-term, even the best employees may look for loopholes or procrastinate instead of committing themselves fully.
- **Establish and enforce consequences.** Employees should know what will happen if they don't meet your performance standards. More important, they need to believe you'll carry through on those consequences. You don't have to become a tyrant, but don't back down on issues that affect your organization's reputation and bottom line.

COMMUNICATION SOLUTIONS

The sky is falling--and it's your responsibility to communicate

—Adapted from the Dynamic Chiropractor website

The ability to communicate effectively during a crisis can test your leadership skills. Do a good job, and people will listen to you in the future. Blow it, and their trust in you will plummet. Keep your head, and follow these tips:

- **Isolate the problem.** Find out what's really going on so you don't overreact to something trivial or downplay a serious issue. Are people upset over a single incident or an ongoing situation? The nature of the problem should shape your response.
- **Determine your objective.** Try not to open your mouth (or start typing an email) before deciding what you hope to accomplish. Can you resolve the problem immediately, or is your first step to solicit ideas? Let your audience know up front what you're doing so they don't feel misled by your questions or statements.
- **Focus on facts.** Confusion spreads quickly in an emergency, and people may believe all sorts of outlandish claims and rumors. Your first, best strategy is to determine what's true so you can dispel any misconceptions before they take root. Leave interpretation of the facts for later, when everyone is calm enough to think logically.
- **Ask questions.** Don't accept easy explanations at face value. As you review the facts and discuss the problem, ask people what they know and why they believe it's true. You may be able to clear away false assumptions that can make the crisis worse.
- **Seek mutual understanding.** Your message should clarify the situation so everyone can agree on the issues and the stakes. Don't look for scapegoats or assign blame, but be honest about what's going on so people know you're sincerely trying to find the right solution.
- **Stay positive.** Even in the direst circumstances, people are looking to you for reassurance and hope. Stay in control of your own emotions, don't lash out or let people see you sink into despair, and project an image of calm. People are looking to you for answers, but they also want to know how they should react to the problem. Be a role model for positive behavior.



Leadership Symposium

Developing Your Emotional Intelligence & Dealing with Negative & Unproductive Employees

Where:	Crowne Plaza Hotel, 2945 NW Expressway, Oklahoma City, OK
When:	Thursday, August 18, 2011 (DAY THREE)
Time:	Registration will be from 7:30-8:00am – Training: 8:00am-4:00pm
Trainer:	G. “Eric” Gordon

MODULE I Develop Your Emotional Intelligence

- Understanding the Characteristics of Emotional Intelligence	- Taking the Emotional Intelligence Survey
- The 4 Core Competencies of Emotional Intelligence	- How Emotional Intelligence will work for you

MODULE II Not Performing and Not Happy

- Winning Techniques for Dealing with Difficult People	- Keys to Eliminating Negativity in the Workplace
- Conflict Resolution Strategies	- Discipline Techniques
- Performance Appraisals	

Is confronting another employee about their poor performance stressful? Do you wish “someone else” could talk to your negative employees? Then this session will prove invaluable. We begin with a discussion about the benefits of being Emotionally Intelligent. Recent studies suggest that leaders who score high in Emotional Intelligence (EI), achieve higher levels of organizational success than leaders who score low in this area. EI techniques will give you greater power, and control for dealing with issues that get...emotional! Conflict Resolution is an expectation of leadership, yet many leaders have anxieties related to this process. Now is the time to take control of your emotions and create a strategic approach that minimizes fear. Anger does NOT have to be a part of your feedback strategies. You can help employees perform better by learning a number of communication techniques and words that are designed to de-escalate a situation. You can learn how to minimize the negativity, get your team performing again, and lower anxiety as well. You’ll create more positive vibes.

Registration

Day One Only (\$159) Day Two Only (\$159) Day Three Only (\$159)
 2-days of the Symposium (\$300) indicate which days Mar 24th June 9th Aug 18th
 3-day Symposium (\$350 for all 3 days—maximum savings)

Name:	Agency:
Phone:	Email:
Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Govt Voucher	
Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153, Oklahoma City, OK 73102
Or fax to:	405-231-4165

Checks should be made payable to the Oklahoma Federal Executive Board

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through August 11, 2011. However, after that date, registrations must be honored. If you are unable to attend, substitute attendees are authorized and encouraged!



Get with the Program . . . Three Things You Gotta Do in Today's Crazy World!

Uncertainty . . . I hear that word a lot each week. I had a college professor who once said, "Life is states of integration and states of flux. Your life's imaginary pendulum will continually swing back and forth between these two states." I talk to lots of folks each week and most of them seem to be currently grappling with a state of flux/uncertainty. Getting with the program is a short phrase that implies the importance of taking greater control of your destiny. This short article will lay out three concepts to help you deal with today's crazy world.

1. Get with the program by branding yourself as You, Incorporated! You have been blessed with only three tools in your personal tool kit . . . your talent, your motivation and your self-talk. Improve all three daily. As a talented human resources manager recently said to me, "I don't let my organization or anyone else define me. I avoid stagnation and I see myself as a dynamic company of one . . . running around doing terrific things for my colleagues and customers. If I don't deal with the realities of my outer world with my energized and inspired inner world, then I will become marginalized and irrelevant."

This man's boss describes him as not only valuable to the organization . . . but essential. Branding and projecting yourself as You, Inc. is a must strategy for living in today's turbulence.

2. Get with the program by not letting change paralyze or intimidate you. There may be value in order, but there is opportunity in chaos. And there's plenty of change and chaos these days. When a change comes your way, see it as an opportunity. Position yourself as a "human search engine." Embrace the challenge of any change with an abundance mentality.

The ability to adapt and innovate cannot be underestimated. Research has found that the brains of wild animals are 15 to 30 percent larger than those of their domesticated counterparts. Wild animals are better at adapting and the ability to adapt and innovate is of paramount importance in this topsy-turvy environment. So it is with you . . . be more courageous. Don't be afraid to innovate by exploring the fringes of the options that lie in front of you. Indeed, it's not about what you achieve in your time here on earth . . . it's about what you overcome.

3. Get with the program by living in the now. Lots of folks "catastrophize." They either spend too much time re-living the past (yesterday really did end last night) or conjecturing about the future (worry is negative goal-setting). Embrace each moment as if you had purposely chosen it. There can be no stress if you consciously embrace the moment and live in the present.

A close friend once told me, "Motivation may get you started, but habit keeps you going." I cogitated on that for a while and came to realize that living in the now is the most critical habit for remaining upbeat and optimistic. Think about your thinking patterns . . . make the time to dissect them. Don't believe everything you think. Come back to the now as often as possible; it is the key to enlightenment.

In conclusion, getting with the program is about branding yourself as You, Inc., not letting change overwhelm you and living in the now. I wrote this piece to supply you with a "faith lift." I hope you enjoyed reading it as much as I did writing it. Stay strong!

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• Email: mark@speakoutseminars.com



8 essentials for conveying bad news to your associates

People often wonder about the best way to share bad news. Dom Crincoli, principal and senior strategic consultant at Crincoli Communications Consulting, offers these useful guidelines:

1. Be empathetic. Stating the facts simply and directly is always a good place to start: “We recognize that this will be a significant loss...” and words to this effect can go a long way in building a bridge with your target audience.

2. Be proactive. This is getting out in front of the message. You want to avoid the element of surprise and provide as much warning as possible so that people have a chance to plan for the change. If the announcement involves pay or the reduction of an incentive, legal may require distribution of the message five months in advance of the actual curtailment, so plan accordingly. Test the message with a focus group to anticipate the responses of your wider target audience.

3. Get to the point. Avoid deception of any kind and be as forthright as possible. Avoid spin or beating around the bush. Get to the point quickly and effectively.

4. Anticipate reactions to the change. Simple question-and-answer communication can help you anticipate the issues and concerns of your target audience. By capturing feedback from a focus group well in advance of the communication, you can understand and address any issues or concerns before they come up.

5. Link the bad news to strategic corporate goals. Is there an enterprise-wide effort under way to reduce overhead in order to focus on new product marketing? Are there audits under way to reduce disproportionate spending on low-priority

program requirements? A meaningful sharing of strategy can help employees focus on the greater good. It will be useful to couch the message in these terms.

6. Focus on positives. When giving bad news, it’s a good idea to focus on the positives. Take the time to highlight the positives—not what’s being taken away, but what remains. Are you taking away an incentive for a program, but not the career-path opportunity? Is the opportunity to refine or gain marketable skills still there? Talk about it. Stay away from spin, but do try to balance the bad news (what’s changing) against the value or benefit of what’s not changing. It usually makes sense to blend what’s being preserved with what’s being lost, in order to soften the blow.

7. Commit to listening and engaging. Employee focus groups serve another useful purpose—they send a clear message that senior management is willing to listen to employee feedback and concerns. It extends a sort of emotional empathy to the bad news process, which is always advisable. Finally, integrating employee feedback into the decision-making process builds toward a consensual decision-making model and leads to an integrated two-way approach to communication.

8. Stay along for the ride. Keep in touch. Corporate culture and openness are big variables here, but using a subscription-based RSS feed with blog updates is certainly a great way for senior leaders to create a direct, ongoing connection with employees who wish to be updated as each stage of change unfolds.

—Adapted from the Two-Way Comm blog



The Oklahoma Federal Executive Board Presents
“EFFORT, And the Role of Leadership”
Effective Time Management for Leaders
August 25, 2011

Registration

Name: _____

Year of Leadership FEB Class: _____

Agency: _____

Address: _____ City/Zip: _____

Email: _____

Phone: _____

This is a forum designed for Alumni of the Leadership FEB program, ONLY.

You may mail/fax/e-mail this form to:

Oklahoma Federal Executive Board
215 Dean A. McGee, Ste 153
Oklahoma City, OK 73102
Phone:(405) 231-4167
Fax:(405) 231-4165
Email: LeAnn.Jenkins@gsa.gov



Understanding that unforeseen circumstances may preclude an individual from attending, we ask that you cancel as soon as possible to reduce the cost to the FEB. Substitutions will NOT be permitted on this particular FEB event due to the nature of the event and exclusivity to current and past Leadership FEB participants.



SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5 Agency Visits- Lawton	6
7	8	9	10 7:30 Mayors Committee	11	12 Agency Visits- Altus	13
14	15 Agency Visits- Tulsa	16	17 10:00 Executive Policy Council Mtg	18 <i>Leadership Symposium</i>	19	20
21	22 1:00 FEB Conf Call	23 <i>Leadership FEB-USPS</i>	24	25 <i>Leadership FEB- Alumni Event</i>	26	27
28	29	30 2:00 Emgcy Prep Mtg	31 11:30 Shared Neutrals Lunch n Learn	August 2011		

OKLAHOMA FEDERAL EXECUTIVE BOARD
 215 DEAN A. MCGEE AVENUE, STE 153
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