



**Announcing an Exclusive Training Opportunity for:
Federal Executive Board Staff Members**

**Sharing Best Practices, Lessons Learned,
Personal and Professional Development**

To provide training opportunity for Federal Executive Board Staff members (similar to the gatherings for Executive Directors), the Oklahoma FEB has offered to schedule and coordinate a forum.

This training will include opportunities:

- ★ *For attendees to provide information for inclusion in a “Desk Reference Guide” to assist with FEB Staff transition,*
- ★ *Obtain information on various topics, approaches, and projects (knowing there are many ways to successfully conduct our business),*
- ★ *Receive information to assist in personal and professional development.*

Dates:	August 18-20, 2004
Time:	8/18/04 early afternoon – Noon 8/20/04
Location:	The new Marriott Courtyard, downtown OKC
Who should attend:	This is designed for any FEB Staff member, or person detailed into a program or support position in an FEB Office, regardless of grade. The topics and information for the meeting were carefully selected to span the various grade levels in order to offer value for anyone in attendance.
Cost:	\$125 per person
Agenda:	A draft agenda is attached to this registration form.
Hotel:	Each attendee is responsible for making hotel reservations. Call 800-217-9905 <i>Be sure to state that you are with the Administrative Staff Conference with the Federal Executive Board. The block of rooms will be held until July 19, 2004, at which time, they will be released and the Govt rate is not guaranteed.</i>

The registration fee covers the cost of one evening reception (with dinner), two continental breakfasts, one lunch, entrance into the Oklahoma City National Memorial Museum and the cost of books and materials.

Name: _____ FEB: _____

Address _____

Phone: _____ Fax: _____

E-Mail: _____

Payment Method: Check made payable to the Oklahoma FEB Credit Card Govt Voucher

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 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 August 6, 2004. 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!



DRAFT AGENDA

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Wednesday, August 18, 2004

- 1:00-4:00 Hotel check-in, registration and pick up of materials
- 2:00-4:00 ***FEB Staff Desk Reference***: Introduction of materials and sharing of ideas
Section on information to OPM: Monthly Reports, Emergency Contact Info, etc.
Sharing of information on ***technology utilized*** to increase efficiency in the FEB Office.
- 5:00 p.m. ***Reception in Bricktown*** (2 blocks from hotel) Members of the Executive Policy Council and other special FEB members are invited to welcome FEB Staff Members.
- 8:00 p.m. A special one-hour networking of only FEB staff meeting attendees back at the hotel

Thursday, August 19, 2004 (Day begins with continental breakfast)

- 8:00 a.m. ***How to get the best value for your food & beverage dollar***
Robert Wood, Director of Food and Beverage Sales, Westin Hotel (*confirmed*)
- 9:00 a.m. Break
- 9:15 a.m. ***Working with Convention and Visitor's Bureaus*** in planning retreat meetings or conferences: Melinda Watkins, Oklahoma City Convention & Visitors Bureau
- 10:15 a.m. Break
- 10:30 a.m. ***Identity Theft Prevention*** from a personal and professional perspective
Thomas Noyes, US Postal Inspection Services (*confirmed*)
(Each attendee will receive a DVD with the Identity Theft video produced by USPS)
- 11:30 a.m. Break
- 11:45 a.m. ***Working Lunch*** (business and dining etiquette)
- 1:00 p.m. ***Tongue Fu!***
Tweet Coleman, Chair of the Hawaii FEB (*confirmed*)
(Each participant will receive the book by the same title, by Sam Horn)
- 3:30 p.m. ***Memorial Museum and Outdoor Memorial***
- 5:00 p.m. Dinner on your own (*Opportunity for additional networking amongst the group and discussion of the Staff desk reference and CFC support*)

Friday August 20, 2004 (Day begins with continental breakfast)

- 8:00 a.m. ***FEB's involvement in Emergency Preparedness & what we now know as COOP***, includes the role of FEB in communications
- 9:00 a.m. ***How to be a "Kickass" Assistant***
Joey Muth, Executive Assistant of FAA's Mike Monroney Aeronautical Center's Director (Each participant will receive a copy of the book by the same title)
- 10:15 a.m. Break
- 10:30 a.m. ***Dealing with Difficult People***
Ron Gappa, current federal employee, psychologist and instructor for several of our local colleges and universities, past consultant and business owner.
- 12:00 noon ***Wrap up and close of meeting (lunch on your own).***