



The Oklahoma Federal
Executive Board
Presents the 2004

Public Service Professional Development Series

*A Local Approach to Leadership
Development*



- Leading Change
- Leading People
- Results Driven
- Business Acumen
- Building Coalitions Communications

March 2004 through August 2004

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

*"The significant problems we face today cannot be solved at the same level of thinking we were at when we created them." -
Albert Einstein*

Building on a Successful Approach to Leadership Development

We are building on the success and strength of last year's Public Service Professional Development Series. Again we have created a series of training to meet intergovernmental training needs unique to public service. This series addresses the mutual professional development demands identified by the public service partners located throughout Oklahoma. Joining together to focus on our similar training requirements allows us to bridge the member organizations by offering specialized courses designed specifically for the public service leader. While we will be bringing back two speakers by popular demand, their presentations will be significantly different from last year. This will enable those who attended last year to join us again, without receiving duplicate information.



By leveraging resources, we have created a synergy to obtain low-cost training provided by well-respected sources. This series also offers flexibilities that are not normally available in most long-term training programs. You can send one person to all five seminars, enabling a full-training opportunity or you can send a different individual to each seminar, tailoring the program to each professional development need.

This flexibility is unique and allows you to budget for an entire year worth of courses at the lowest possible rate. You pay once for five series tickets and you decide how you distribute them. If your designee cannot attend—send someone else. Use them as developmental tools or possibly incentive awards. You can also register for individual sessions, still at a cost-effective price. *You decide.*

Executive Core Qualifications

Executive Core Qualifications (ECQs) outline the competencies and characteristics present to successfully build a corporate culture that drives for results, serves customers, and builds successful teams and coalitions within and outside the organization. The ECQs are required for entry to the Senior Executive Service and are used by many departments and agencies in selection, performance management, and leadership development for management and executive positions. Leadership competencies must be emphasized: *While technical skills are important, agencies are now balancing the technical skills with people skills to ensure supervisors and managers have a blend of competencies necessary to manage the workforce.* Ideally, high potential employees should be identified and given the opportunity to build needed skills; selections should consider leadership potential as well as technical competency; development should focus on filling gaps in leadership behaviors; and rewards should go to those who are the most successful leaders.

Who Should Attend:

All Public Service Professionals who:

- Work in an organization that is undergoing a major change in the way they do business
- Are seeking ways to improve their individual skills to better support their customers and fellow citizens
- Need a local, low-cost, solution-focused training source.

ECQ 1 - Leading Change: This core qualification encompasses the ability to develop and implement an organizational vision that integrates key national and program goals, priorities, values, and other factors. Inherent to this ECQ is the ability to balance change and continuity; to continually strive to improve customer service and program performance within the basic government framework; to create a work environment that encourages creative thinking; and to maintain focus, intensity and persistence, even under adversity. (March 23rd session)

ECQ 2 - Leading People: This core qualification involves the ability to design and implement strategies that maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals. (May 18th session)

ECQ 3 - Results Driven: This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies. (June 15th session)

ECQ 4 - Business Acumen: This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission, and the ability to use new technology to enhance decision making. (July 13th session)

ECQ 5 - Building Coalitions/Communications: This core qualification involves the ability to explain, advocate, and express facts and ideas in a convincing manner and to negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations and to identify the internal and external politics that impact the work of the organization. (August 24th session)



HOW DO WE PAY FOR THIS?!

The Oklahoma FEB has coordinated this training so that that public employees may attend quality training without the cost and time associated with the need to travel. Each training course is designed to address one or more of the ECQs, and each training day will be held in Oklahoma City, centrally located in

Oklahoma.

You have the flexibility of buying a package (maximum savings) or choose only the training sessions in which you are interested. Payment may be provided by check, cash, government voucher or credit card.

**Government Leadership Series
Registration and Enrollment information**

Name: _____

Agency: _____

Address: _____

Phone: _____ FAX: _____

E-Mail: _____

- [] ECQ-1: Leading Change – March 23, 2004 \$119.00
- [] ECQ-2: Leading People – May 18, 2004 \$145.00
- [] ECQ-3: Results Driven – June 15, 2004 \$119.00
- [] ECQ-4: Business Acumen – July 13, 2004 \$119.00
- [] ECQ-5: Building Coalitions/Communications – August 24, 2004 \$145.00

► Price-Saver ◀

- [] Full Series attend all five sessions 500.00 (saves \$147)

Agency/Registrant may pay by cash, check or government voucher.

Mail this registration form to:

Oklahoma Federal Executive Board
215 Dean A. McGee, Suite 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 March 13, 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!

Date and Time of Course	March 23, 2004	May 18, 2004
Executive Core Qualification	ECQ-1 Leading Change	ECQ-2 Leading People
Focus	<i>Leading the Way to Change</i>	<i>Winning Leadership Strategies</i>
Course Outline	<p>If we are to be successful in today's ever-changing environment, we must expand our awareness beyond our comfort zone and be open to not only new learning, but also to creative approaches to learning. Constant, unremitting change demands we be both resilient and flexible while remaining productive and service oriented. This training will allow us to examine these issues and to develop a strategic plan which will help us to accomplish our vision.</p>	<ul style="list-style-type: none"> ▪ Self-Analysis ▪ State of Mind – Recharge Your Mind ▪ Building A Success Mentality ▪ Keys to Leadership Success ▪ Power Communication ▪ Motivating Your Way To The Top ▪ Coaching Excellence ▪ Effective Delegation ▪ Dealing With Performance Issues ▪ Organizational Goal ▪ Action Plan for Goal Achievement ▪ Winning With Diversity ▪ Managing Conflict <p>This seminar will help leaders achieve greater success through increased productivity. You should come prepared to create 1 or 2, real strategies to address a specific concern (or to expand an area of strength).</p>
Instructor	Julia Teska, Ph.D. Management Consultant and HR Trainer	Eric Gordon Author of <u>Common Sense Solutions For Success</u>
Location	HQ STARC 3501 Military Circle, OKC	Regional Training Institute 6500 N. Kelly, OKC

June 15, 2004	July 13, 2004	August 24, 2004
ECQ-3 Results Driven	ECQ-4 Business Acumen	ECQ-5 Building Coalitions / Communications
<i>Do it Now, Get it Done, Walk the Talk: People, Performance, Results!</i>	<i>Stepping Forward Boldly into the Future</i>	<i>Finding Your Voice: How to Connect, Communicate & Effectively Influence Others</i>
<p>This interactive training will provide field-tested models for:</p> <ul style="list-style-type: none"> ▪ Working cooperatively within 'diverse' work environments ▪ Integrating 'Core Values' into everyday interactions and business processes ▪ Defining and addressing performance problems, using a simple, 3-step performance improvement model ▪ Dealing with stress, change, and difficult people ▪ Conducting effective, non-punishing coaching and disciplinary discussions ▪ Building morale through feedback and recognition ▪ Achieving exemplary organizational and individual results! ▪ Building a positive, cohesive, winning team environment! 	<p>As leader/managers we are challenged to maintain today's issues using outdated modes that once sustained us. Teams have emerged in the past decade causing delegation to give way to empowerment. Many positions have shifted from specialist to generalist crossing over staffing and classification lines as a result of budget cuts and reallocation of funds. Technology has not only arrived but is allowing more to be accomplished faster and from wherever you are on the planet. This one day course is an opportunity to experience the future in a fun & experiential way. Make change an adventure. Learn and apply personal and professional goal setting techniques that will allow you to accomplish more in the next few years than you have in your cumulative past. Meet experts that are experiencing success.</p>	<p>You live and work in the Age of Information. To be known as a "superb knowledge worker" and a leader in your arena, you must be someone who can communicate superbly—via both the spoken and the written word. This "hands-on, how-to" program will provide specifics that can be immediately put to use both at work and at home. You will leave this workshop with the necessary fundamentals for creating a much greater impact with the folks with whom you come into contact. Come prepared for an educational, motivational and entertaining session.</p>
Frank Coy President of Human Resource Consultants Inc.	Bill Quick Instructor for National Guard and other agencies.	Mark Towers Author of six books, 3 audio series, one CD & several articles for trade journals, magazines and newspapers.
HQ STARC 3501 Military Circle ,OKC	Naval Reserve Center 5316 S. Douglas MWC	VAMC Auditorium 921 N.E. 13 th OKC