



# Federal Executive Board Presents the



## 2018 Leadership Series

*A Local Approach to Improving Leadership Competencies*



**May through September 2018**

The Federal Executive Board of Oklahoma has created a series of training days to address the unique needs of managers/supervisors in public service. Through interagency training opportunities such as this, each agency enjoys the sliding scale of savings created by the entire governmental community. We've identified speakers and topics to bring a wealth of valuable insight into our changing needs.



A bit like “magic”, this series of training offers flexibilities that are not traditionally available in long-term training programs. You can send one person to all five workshops, enabling a well-rounded year of training or you can send a different individual to each training event based upon professional development needs.

This flexibility is unique and allows you to budget for an entire year's 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.

***Importance of building on leadership competencies in your organization:***

*"An empowered organization is one in which individuals have the knowledge, skill, desire, and opportunity to personally succeed in a way that leads to collective organizational success."*

*—Stephen R. Covey, Principle-centered Leadership*

## **Building on Existing Strengths and Tapping Unknown Resources!**

Government employees, at all levels, are expected to do “more with less”; this has become an ongoing requirement of our employment and an expectation of the public we serve.

*How do we continue to improve?*

Taking our stewardship seriously, government leaders, managers, and supervisors continuously seek opportunities for increased efficiency and effectiveness.

Attending FEB-sponsored training provides you with ideas, strategies and tools to be more effective. The networking opportunity you have with leaders and managers from other agencies in attendance provides you with resource contacts that can make you more efficient.

### **Who Should Attend:**

Government Leaders/Managers, Supervisors and Aspiring Leaders who:

- Are responsible for leading, supervising or implementing major changes in an organization;
- Are seeking to build upon existing strengths
- Are looking for additional thoughts and strategies to increase effective leadership; and
- Are seeking efficient, low-cost, solution-focused training in the local area at which you can network with other government leaders.

### **These trainings are designed to:**

- Build on the participant’s strengths
- Introduce ideas on how current skills and abilities can be utilized in various ways to increase effectiveness, and
- Provoke thought on how to use what you already know in an innovative, cutting-edge fashion.

### **HOW DO WE PAY FOR THIS?!**

The Oklahoma FEB has coordinated this training so that that government 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 leadership competencies needed by managers, supervisors, and aspiring leaders for their personal success and the success of our federal organizations. Maximum flexibility is provided through the ability to purchase one seat in each of the five training sessions in a “set” (maximum savings) or choose only the training sessions in which you are interested. Payment may be provided by check, government voucher or credit card.



Each training day will be held at Remington Park located at One Remington Place, Oklahoma City (south of I-44 and Martin Luther King Blvd)

**Live your life  
ON FIRE!  
May 16, 2018**



**(1-day Course)**

The Live Your Life “On Fire” Seminar is for individuals who desire to live “large”, both on the job and in their personal lives. Change (taking chances) can be challenging but it will ultimately bring much greater satisfaction when one takes on a demanding or new challenge.

This workshop is to help attendees reach for those extraordinary results that maximize their potential professionally and personally.

**What you will take away:**

- ❖ How to meet challenges head-on
- ❖ How to speak with an assertive voice vs. being aggressive
- ❖ Where are you now in your life? Where do you want to be?
- ❖ How to find more of yourself in all endeavors

**What you will cover:**

- ❖ Why is change so difficult? What does change really mean?
- ❖ Inviting change into your life will add excitement, new skills, new people.
- ❖ What or who do you attract in your life that keeps you from making changes and living more fearlessly?
- ❖ Why do you stay with the status quo? What can staying in the status quo cost you mentally, physically and spiritually?
- ❖ How do you become more self-reliant and responsible for the outcomes in your life, both professionally and personally?

# **Mental Toughness and Resiliency in the Federal Workplace**

**June 5, 2018**



## **(1-day Course)**

Continual change, pressure to produce high volumes, shrinking resources, and uncertain landscapes are a way of life for federal leaders and staff members today. This program helps participants to deal more effectively with all these external factors, so they can maintain their focus and boost their effectiveness with the work at hand. Additionally, it helps them to pay more attention to what they can control- their internal reactions and mental activity.

Shockingly, studies show that 77% of what the average person thinks about is negative or counter-productive. Negative thinking is a tremendous cost to both individuals and organizations since all success or failure is based on mental principals. We have all heard of the solution- to maintain a "positive mental attitude." But what does that really mean? How do we do that in a practical sense? And what impact does it have on our success or failure? The concept is simple, but it's not easy to master.

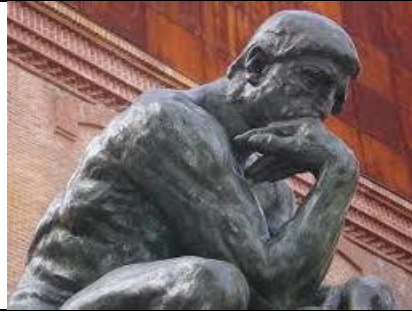
This workshop is not just another motivational speech with tired clichés and catch-phrases. It is new scientific-based information that gives participants a step-by-step process for tapping into the power of their minds to program themselves for success and peak performance by creating change from the inside-out. It then instills in them the sense of urgency to follow-thru and assume personal responsibility for their circumstances and growth. Attendees learn how cool down the limbic system and start firing up the cortex, how to be flexible and professionally adapt to stressful situations and learn the connection between neuroscience and resiliency.

### **Upon the conclusion of the course, participants will be able to:**

- ❖ Grasp that we have control over what goes on inside of our heads. If we don't, then who or what does?
- ❖ Have a "rapid response" defense system to combat negativity.
- ❖ Be more aware of their internal self-talk and shift what they're dwelling on when it is counterproductive.
- ❖ Incorporate the 5 methods for disproving automatic thoughts.
- ❖ Counter cognitive distortions with rational thinking.
- ❖ Increase mindfulness and learn to rest their mind periodically to enhance creativity, concentration, and productivity.
- ❖ Break the cycle of "obsession paralysis" and the habit of blowing things out of proportion and making them worse than they really are.
- ❖ Melt their own "mental snowballs."

Our instructor is the author of MindRight: Navigate the noise How to deal with your internal fake news for success, resiliency, mental toughness and peace of mind. Copies will be available for purchase.

**SUCCESS – It’s  
Everything You Think it is  
July 10, 2018**



**(1-day Course)**

Retired Air Force Colonel and Ex-POW, Ed Hubbard states in his book, *Escape from the Box*, “Human potential is nothing more than a state of mind, and that potential is controlled by two things ...”. You will learn what those two things are.

And more importantly you will learn how to put them, and a number of other principles and techniques to use, so as to be extraordinarily successful at work, at home, and in your professional and your personal life.

This Leader Development Institute Success Series Seminar© is most beneficial to employees and individuals who aspire to do better at their jobs, have more gratifying relationships, or simply want to accomplish more and leave a legacy. This is an extremely unique and powerful one-day program, where individuals and teams can realize their true potential.

**HOW YOU WILL BENEFIT:**

- ❖ Understand the difference between Natural Laws and Social Laws and which ones to obey
- ❖ Taking responsibility for your own success
- ❖ Expand your circle of influence
- ❖ Understand the effect of thought on circumstances
- ❖ Learn to schedule your priorities versus prioritizing your schedule
- ❖ Fulfilling your four human needs
- ❖ How to apply the Google® effect to reach success

**WHAT YOU WILL COVER:**

- ❖ Three elements you need to create new habits
- ❖ Creating balance between productivity and capability while working independently
- ❖ The theory of determinants
- ❖ Six elements of life affected by thought
- ❖ The eight benefits of a personal mission statement
- ❖ A six step process to effectiveness
- ❖ Key traits of successful partnerships
- ❖ Eight powerful Techniques that create success

# Communicate with Confidence and Clarity

August 7, 2018



## (1-day Course)

You've proven your competence and your value. So why aren't you getting your point across? Look around you. The true leaders in your organization are the people who share a particular skill: the ability to communicate effectively. Regardless of upbringing, education, and talent – Extraordinary leaders share the same quality: superior communication skills. Through observation, trial and error, or schooling from mentors, extraordinary leaders have mastered the art of "connecting" with people in ways that almost always yield positive results. This Success Series Seminar focuses on analyzing barriers that inhibit the communication process. Identify skills in speaking clearly, directly, and strategize solutions to communication challenges.

### HOW YOU WILL BENEFIT:

- ❖ Learn to build rapport and establish credibility
- ❖ Identify common communication barriers
- ❖ Eliminate destructive responses
- ❖ Learn how to handle difficult people and situations

### WHAT YOU WILL LEARN:

- ❖ Ten steps for speaking clearly and assertively
- ❖ How to keep the defensive walls down
- ❖ Learn about the feedback loop and communication cycle
- ❖ Three keys to providing feedback
- ❖ First impressions ARE lasting impressions
- ❖ Learn the language of success





**FEB Leadership Series-2018  
Registration and Enrollment information**



Name of Participant: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**\$\$ Price Saver Series \$\$**  
 **Full Series—All 5 Days \$750.00**

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|---|
| <input type="checkbox"/> <b>Pick three for \$500.00</b><br><input type="checkbox"/> <b>May 16<sup>th</sup></b> <input type="checkbox"/> <b>June 5<sup>th</sup></b> <input type="checkbox"/> <b>July 10<sup>th</sup></b> <input type="checkbox"/> <b>August 7<sup>th</sup></b> <input type="checkbox"/> <b>September 19<sup>th</sup></b> |
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**Individual Training Day “Menu Prices”**

- Live Your Life ON FIRE – May 16, 2018 – \$175.00
- Mental Toughness and Resiliency in the Federal Workplace – June 5, 2018 – \$175.00
- SUCCESS – It’s Everything You Think it is—July 10, 2018 – \$175.00
- Communicate with Confidence and Clarity – August 7, 2018 – \$175.00
- A Case for Collaboration – September 19, 2018 – \$175.00

**Location: Remington Park, One Remington Place, Oklahoma City, OK**

Agency/Registrant may pay by:

- check     credit card     government voucher

Contact for Payment: \_\_\_\_\_ Phone: \_\_\_\_\_

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| Please mail to:               | Federal Executive Board, 215 Dean A. McGee, Ste 349, Oklahoma City, OK 73102   |
| Fax to:                       | (405) 231-4165   |
| Or Email to:                  | <a href="mailto:LeAnn.Jenkins@gsa.gov">LeAnn.Jenkins@gsa.gov</a> or <a href="mailto:Lisa.Smith-Longman@gsa.gov">Lisa.Smith-Longman@gsa.gov</a> |
| Call to provide payment info: | FEB Office voice line: 405-231-4167  |

*Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through May 4, 2018. 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!*