



# 2018 Leadership Federal Executive Board

March 2018 through October 2018



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

**Deadline for application is March 9, 2018**



- Balancing Management and Leadership Skills
- Expanding Leadership Visions
- Enhancing Competencies
- Broadening Federal Agency Perspective and Networking
- Increasing Knowledge
- Broadening Networks



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 will showcase federal agencies and their leaders. It is intended to develop talents and broaden perspectives of present and future federal leaders. Each year a class of approximately 20 participants from diverse ethnic, cultural, and career field backgrounds is exposed to issues and organizations affecting life in federal government across this great state of Oklahoma. In addition to emulating other “Leadership” models, the participants of this program will interact with federal executives. During the one-day forums, executives and participants will participate in dialogue, exchange ideas, and explore the unique challenges associated with leading federal agencies in Oklahoma. The participants will engage in a series of activities designed to enhance their leadership potential.

Leadership FEB will consist of eight forums that will showcase different government agencies. The forums will be conducted monthly beginning in March 2018 and conclude in October 2018, 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 an agency. 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, a couple of sessions will be to visit federal agencies in other areas of the State. Leadership Reading: Five of the eight scheduled forums will include a Leadership Book discussion. 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).

### Participant requirements:

- Must attend five of the eight sessions in order to receive a certificate of completion for this program.
- Actively participate in the leadership book discussions as a learning component of this program.
- Ensure tuition costs are coordinated.
- Learn and have fun.

**Leadership FEB's 2018 schedule**

<b>Date</b>	<b>Agency</b>	<b>Location</b>
March 8, 2018	McAlester Army Ammunition Depot	McAlester
April 4, 2018	National Oceanic & Atmospheric Administration (NOAA) Agencies	Norman
May 2018	TBD	
June 27, 2018	Federal Aviation Administration (FAA)	OKC
July 18, 2018	Tinker Air Force Base	Midwest City
August 9, 2018	Bureau of Prisons, Federal Correctional Institution (FCI)	El Reno
Sept 12, 2018	National Park Service	Sulphur
October 9, 2018	Veterans Administration Regional Office (VARO) Veterans Administration Medical Center (VAMC) Veterans Administration National Cemetery	Muskogee Muskogee Ft. Gibson
October 30, 2018	Training Day & Graduation	OKC

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

**Individual Benefits:** Leadership FEB will provide you exposure to:

- How other agencies are managing priorities and resources under current fiscal constraints,
- How new and advanced technology is being leveraged for maximum benefits,
- Innovative techniques developed and efficiencies gained to respond to challenges in the federal sector, and
- A valuable leadership network, providing a number of individuals from which to draw information and solutions.
- Essential leadership competences from an excellent selection of books – reading and discussion

**Agency Benefits:** Leadership FEB provides opportunities for your employees to learn and grow through:

- A variety of best practices, providing the benefit of different perspectives,
- Exposure to advances in technology to increase productivity and/or operational efficiencies.
- Access to a valuable network of leaders and participants with a cumulative body of knowledge and expertise comprised from each individual's perspective,
- Eighty hours of unique and professional training provided over a period of eight months, the equivalent of two full-time work-weeks of training for a nominal fee of \$750,
- Exposure to a broad range of leadership challenges and how executives are leading their agencies through those challenges,
- Refining personal and inter-personal skills focusing on leadership and group dynamics. Participants complete this opportunity with a significantly increased network of federal leaders from across the state of Oklahoma.

## REGISTRATION INFORMATION



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.

*Tuition for the program is \$750.* This covers *Leadership FEB* program expenses for each forum, leadership books, parking fees for designated forums, and other materials. Personal expenses, lodging, and mileage are not included in this cost. Tuition is payable by the individual, the employer, or the sponsoring organization. Tuition paid with the application will be held until the selection process is completed. Tuition will be refunded if the applicant is not selected.

In order to ensure maximum benefit to the participants, we try to limit class size to 20 participants. Past forums have included NOAA agencies, US Army, US Air Force, Veterans Administration, Postal Service, Law Enforcement Agencies, Department of Interior, HUD, USDA and others.

Participants **must attend a minimum of five 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, a couple of sessions will be to visit federal agencies in outlying areas.

***Forums may involve agencies with missions that require background investigations prior to the visit. If a registered employee has findings, their participation in that particular forum may be denied.***

Due to the limited availability, register as early as possible to reserve a slot for your participant. It is suggested that registrations be submitted no later than Friday, March 9, 2018. Cancellations will be processed at no charge to the agency through that date. After March 9, 2018, we ask the agency to honor their obligation due to cost incurred; however, a substitute is authorized and encouraged.

Agency/Registrant may pay the **course fee (\$750)** by check, credit card, or government voucher.

### **Comments from 2017 class members:**

*Working for the Department of Defense my entire federal career, I became "stove piped" in my view on how the Federal Government worked. The Leadership FEB class has broadened my knowledge of working of federal agencies because of the site visits and meeting with their leadership. The required reading for the program has improved my leadership knowledge and skills which I will carry forward in my career. I would highly recommend that anyone in a leadership role participate in this program. –Kelly, Air Force*

*I have been amazed by how much I didn't know as a federal employee and as a private citizen about the other U.S. Government agencies with everything that they do or have to offer. The look at other leaders and how they lead, also facilitated by the monthly leadership book readings and conversations about other topics have been extremely helpful. This training has provided growth in my own leadership development. –Natasha, Nat'l Park Service*

*It has been a great experience and a good way to learn how other federal agencies are organized and operate. I have learned so much and have come away with many good ideas from presenters and from fellow leaders in the class. The books provided, along with the review discussions are also of great value. –Nancy, 421 SCMS*

*As part of the Leadership FEB class, I gained access and insight into other agencies' operations, challenges, leadership techniques, and the methods they use to take care of their employees from the people who influence those decisions. –Regina, FAA*



## 2018 Leadership FEB Class Registration

*Return this portion to FEB*



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Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dept & Agency: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

\_\_\_\_\_  
*Participant's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Agency Director/Commander Review/Approval*

\_\_\_\_\_  
*Date*

*Registrations may be submitted by one of the following methods*

Mail:	Fax:	Email	Questions? Call:
Federal Executive Board 215 Dean A. McGee, Ste 349 Oklahoma City, OK 73102	405-231-4165	<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>	405-231-4167