

Wednesday, September 20, 2017

Day One

National Institutes of Health, Natcher Conference Center (Building 45), Bethesda, MD

8:30 am –9:45 am	Plenary Session	Main Auditorium
	Welcome: Sara E. Clemente, National Director of Federal Affairs, LULAC Pledge of Allegiance: Heidi Ortiz, HEPM DOL National Anthem: Sara Rosario, Program Analyst, U.S. Census	
	HHS Welcome Remarks: Bonita V. White, Director, Office of Diversity & Inclusion, HHS	
	Guest Speaker: Ricardo Palomares - Explorer / Filmmaker / Speaker	
	Keynote Remarks: Stephen Shih, Deputy Associate Director for Senior Services and Performance Management, U.S. Office of Personnel Management	
	Closing Remarks: Brent Wilkes, Chief Executive Officer, LULAC	
10:15 am -11:45 am	Introduction to the Senior Executive Service (SES-100)	Balcony A
	What is the Senior Executive Service (SES)? What is the SES Corps? Gain an understanding and a glimpse into the environment of the Federal government’s top career leaders, their challenges and responsibilities. As top leaders retire, opportunities increase. Come and learn about the how and why of the SES and how you could become a member of an elite corps leading the Federal workforce.	
	Moderator: Charmaine McDaniel, EEO Program Manager, DEA	
	Speakers: Joseph Mancias, Former Senior Management Counsel to the Director, U.S. Citizenship and Immigration Services, Department of Homeland Security Lorena McElwain, Director, Business Management & Planning Office of the Executive Director, CFTC Felicitia Sola Carter, Senior Executive (Retired) and Consultant; Felicitia Sola-Carter Consulting	
10:15 am -11:45 am	“A Letter to my Younger Self” How to Build Your Leadership Capacity Through Self Reflection and Self-Compassion	Balcony B
	This workshop will help you uncover deep truths about your leadership experience, and help breathe new life into your leadership capacity. You will experience moments of joy, healing, and personal and professional insights. This workshop will help you understand and accept that there is no greater leadership expert on your life, or on what you can accomplish, than you. Through reflection and compassion found in letter writing, you will identify your three core	

leadership traits, identify your leadership patterns of success, and point out areas of your current leadership journey that require your continued attention.

Moderator: Yvette Delgado, EEO Specialist, FTC

Speaker: Jeffrey Vargas, Chief Learning Officer, Commodity Futures Trading Commission

10:15 am -11:45 am

***Achieving What Seems Impossible**

Main Auditorium

At some point, we all have a goal so daunting at work that it may even seem impossible. A goal so big that if accomplished could have a drastic positive impact on our careers. This workshop will give the audience the tools necessary to achieve that goal. It will give them a road map on how to be more focused, self-reliant, and determined... so they can get to the finish line while enjoying the journey. ***Please note: Attendees off site may attend/participate via <http://videocast.nih.gov>**

Moderator: Heidi Ortiz, Hispanic/Special Emphasis Employment Program Manager, DOL

Speaker: Ricardo Palomares, Keynote speaker, Leadership coach, and Author

10:15 am -11:45 am

What Kind of Leader are You?

Room C1/C2

Are you the type of leader people want to follow and emulate, or do they roll their eyes and run for the hills when they see/hear you coming? Do you apply blanket leadership principles to every member of your team? Do you prefer to take the time to know each person's strengths and growth opportunities and adapt your leadership style to bring out the best in them? Learn to recognize the kind of leader you are through self and external assessments so you can enhance your skill sets, transform work relationships and effectively lead others where they originally did not want to go.

Moderator: Adella Francis, Chief of Compliance, HHS

Speaker: Glorimar Maldonado, Chief Recruitment Officer, HHS

10:15 am -11:45 am

Plain Language: It is the law

Room D

This class provides an overview of the use of plain language and introduces the basic concepts and principles that form it. The class is a mix of instruction and hands-on exercises. At the end of the class, you will know why and when you should use plain language and you will have the tools to start applying it to your communication.

What you will learn:

- How to identify and write for your audience
- How to use plain language techniques in any type of document
- How to organize your writing into a logical format
- Tips for writing easily understood sentences and paragraphs
- How to spot and avoid the use of "passive voice"

- How to write "active voice" sentences

Moderator: Lakisha Harris, Recruiter, HHS

Speaker: Elimar C. Medina Figueroa, Program Manager for Management and Leadership Development, US Census Bureau.

10:15 am -11:45 am Leadership Development - Moving Ahead in the Federal Government Room E1

Successful performance in the SES requires competence in each Executive Core Qualifications (ECQs). The ECQs are interdependent; successful executives must possess all five when providing service to the Nation. This presentation will increase participants' knowledge and awareness of various strategies and tools to take a proactive approach to enhancing the five ECQs and leadership competencies. The information gathered will serve to identify developmental needs and recommend developmental activities to close competency gaps.

Moderator: Sara Rosario, Program Analyst, U.S. Census

Speaker: Yadira Guerrero, Program Manager, Governmentwide SES Candidate Development Programs, OPM

10:15 am -11:45 am Individual Development Planning Room E2

An Individual Develop Plan (IDP) is a tool to help support, plan, and track your career development and learning opportunities. This workshop will allow participants the opportunity to learn how to develop an effective IDP. You will gain an understanding of the IDP process and the steps needed to create an IDP. You will learn how to identify competencies and how to establish realistic career goals. Lastly, you will plan actions and activities to help you reach your desired career goals.

Moderator: Isabel Flores Kaufman, EEO Staff, DOJ

Speaker: Leslie McClam, Career Development Advisor, NTSB

10:15 am -11:45 am The Necessity of Character Room F1/F2

Effective leadership requires admirable leadership qualities. When many strive to succeed with ineffective results, those leaders who develop their character traits are those leaders who will thrive. In order to lead people and build coalitions, leaders of genuine character gain followership, deliver results, affect change, and possess the ability to work with people of all genres.

This presentation will address an array of qualities leaders must develop to be agents of change. Participants will learn the character traits that are essential to leadership and understand why we have a need for admirable leadership.

Moderator: Ana Valentín, Enterprise Service Program Manager, NOAA

Speaker: Cyrus Salazar, Director, Early Resolution and Conciliation Division, USDA

11:45 am – 12:55 pm **LUNCH ON YOUR OWN**
Attendees will not be receiving lunch nor other meals at this event

1:00 pm -2:30 pm **The Framework of Executive Qualifications & Competencies Required for the SES Corps (SES-101)** **Balcony A**

Interested in becoming a SES member? Learn about the experiences that you will need that make up a successful framework. Learn what you will need to stand out in a competitive field and uncover the process to become a member of the Senior Executive Service Corps. Gain an overview of the Executive Core Qualifications (ECQs), which define the competencies needed to build a federal corporate culture that strives for results, serves customers, and builds successful teams and coalitions within and outside the organization.

Moderator: Brandy Perez, HR Specialist, NASA

Speakers: Joseph Mancias, Former Senior Management Counsel to the Director, U.S. Citizenship and Immigration Services, Department of Homeland Security
Lorena McElwain, Director, Business Management & Planning
Office of the Executive Director, CFTC
Felicita Sola Carter, Senior Executive (Retired) and Consultant; Felicita Sola-Carter Consulting

1:00 pm -2:30 pm ***The Millennial Riddle** **Main Auditorium**

The Millennial Riddle. Maladjusted? Misaligned? Maddening? Nah.... they are Millennials, and they bring a deep passion and commitment to the work they do in the federal government. So, what is the secret to tapping into the hearts and minds of this talented workforce? It begins with understanding what they seek, and then connecting with them in a meaningful and authentic way. This session explores strategies to make this happen and practical ideas to harness Millennials, and drive organizational success. ***Please note: Attendees off site may attend/participate via <http://videocast.nih.gov>**

Moderator: Luis Espinosa, Scientific Review Officer, HHS

Speaker: Dr. Patrick S. Malone, Director, Key Executive Leadership Programs
Department of Public Administration and Policy, American University

1:00 pm -2:30 pm **Ensuring Your Career Success: The Five Ethical Traps You Need to Avoid!** **Balcony C**

Ethics has become more widespread in the news. At the same time, the Ethics rules have become more complex. Fortunately, there are five quick tips, which can help you avoid most ethical problems. The presenter will also share information on the new USDA Ethics App that his office developed and anyone with a smart phone can download.

Moderator: Wendy Carrasco, National Diversity and Inclusion Program Manager for Hispanic Employment Program, USDA

Presenter: Stuart Bender, Director Office of Ethics, USDA

1:00 pm -2:30 pm

Organizational Leadership...“A Practical Prospective”

Room C1/C2

Leading people is one of the most professionally rewarding experiences an individual can have during their professional career, yet it is also one of the most challenging times during ones’ professional life. There are times that one is thrust into a position of leadership without any previous coaching, experience, or professional training. At times, this situation puts the individual in an awkward position of “leading from behind” instead of “leading from the front”. This leadership presentation will enable both newly minted supervisors and experienced leaders to pause and do some introspection.

Moderator: Norma Fuentes, Executive Administrative Assistant, FBI

Speaker: Kenneth E. McKinney, VP of Strategic Operations, Hawkins Group, LLC

1:00 pm -2:30 pm

How to Access Hispanic and other Race, Ethnicity and Ancestry Data from the U.S. Census Bureau

Room D

For agencies to continue to address Hispanic under-representation and challenges in identifying & attracting candidates in diverse communities, data is more critical than ever. Learn to access EEO Tabulations to inform your recruiting strategies, and the most current community statistics to make data-driven decisions to reach, attract and hire diverse talent. Get familiarized with Census Race & Ethnicity data to inform your educational and public outreach programs and develop strategies to create meaningful partnerships that will strengthen your mission.

Attend and receive a 30 min. user-centered ideation session to identify your program goals, objectives and specific data needs followed by a data-access workshop.

Moderator: Karen Lumbu, Consumer Safety Officer, HHS

Speaker: Nesreen Khashan, Data Dissemination Specialist, Census Bureau

1:00 pm -2:30 pm

Star Trek Leadership: When the Captain Leaves the Bridge

Room E1

If you know anything about Star Trek, you know that Captain James T. Kirk was always leaving his command post to explore new worlds. However, he did not worry about his ship because he left competent officers in charge. Well, you may not be exploring new worlds as a leader but you will have to leave the office (Bridge) for one reason or another, i.e., meetings, travel, vacation, etc. The question becomes who is “captaining the ship when you leave the bridge”? As a leader, you must build leaders to lead in your absence; moreover, you should have a selfless obligation to develop the next generation of leaders.

Moderator: Laura E. Colón-Marrero M.P.A., EEO Director, DOJ

Speaker: Oliver C. Allen, Jr., CEO, Training & Development Strategies, LLC

1:00 pm -2:30 pm How to Construct an Individual Development Plan (IDP) Room E2

An Individual Development Plan (IDP) is a short-term plan for your personal and professional development. This workshop will help you understand the IDP process and the importance it has in your career. You will learn how to formulate developmental objectives through self-assessment and understand types of formal and informal training opportunities that can address your developmental needs. You will also be able to appreciate the different roles the employee and supervisor play in the development of an IDP.

Moderator: Heidi Ortiz, Hispanic/Special Emphasis Employment Program Manager, DOL

Speaker: J. Christopher Chavis, Sr. Training Specialist, DOL

1:00 pm -2:30 pm Emotional Intelligence (EI) in Relationship to the Executive Core Qualifications Room F1/F2

Understanding the need for Emotional Intelligence as an executive is the most important element for success. This interactive workshop will show you how to use simple surveys, evaluate yourself on applied EI in the workplace and determine if you are in need of behavior changes that needed to move forward.

Moderator: Maria Martinez, Diversity and Inclusion Program Manager, DoE

Speaker: Brenda DePuy, President, DePuy Associates

2:45 pm -4:15 pm From Caterpillar to Butterfly: Transitioning From Manager to Leader Balcony A

Have you just recently been promoted to a leadership position, or do you aspire to one day be a team lead, branch chief, division director or senior executive? Whether you currently hold the title of leader, or are striving to meet that career aspiration, it is important to know the difference between management and leadership, the traits of successful leaders and how you can develop them, and how to evaluate your own progress as a leader. Moreover, you must learn how to retain the respect of peers, hold yourself and others accountable, develop and communicate your vision, and inspire others to follow you.

Moderator: Carolina Vela, LULAC Intern

Speaker: Glorimar Maldonado, Chief Recruitment Officer, U.S. Department of Health & Human Services, Office of Human Resources, Talent Acquisition Division

2:45 pm -4:15 pm Always On: Success as a Leader Balcony B

This workshop will introduce participants to the personal and professional attributes, known as Fundamental Competencies, critical to success as a leader and, specifically, a member of the

Senior Executive Service. Self-awareness is the first step in the process of mastering: interpersonal skills, oral communication, integrity/honesty, written communication, continual learning and public service motivation. Participants will explore their individual readiness and will gain insights into how to master each of the competencies.

Moderator: Xiomara Santos, Policy and Legislative Associate, LULAC

Speaker: Felicita Sola Carter, Senior Executive (Retired) and Consultant; Felicita Sola-Carter Consulting

2:45 pm -4:15 pm

Branding for Impactful Leadership

Balcony C

What is it about certain people that screams, “I’m a leader”? Sometimes we just know it when we see it. This session examines hidden aspects of a leader’s aura and discusses the skills necessary to create and manage presence in an organization.

Moderator: Jeannette Garrison, EEO Secretary, DEA

Speaker: Dr. Patrick Malone, Director, Key Executive Leadership Programs, Department of Public Administration and Policy, American University

2:45 pm - 4:15 pm

How to Access Hispanic and other Race, Ethnicity and Ancestry Data from the U.S. Census Bureau

Room C1/C2

For agencies to continue to address Hispanic under-representation and challenges in identifying & attracting candidates in diverse communities, data is more critical than ever. Learn to access EEO Tabulations to inform your recruiting strategies, and the most current community statistics to make data-driven decisions to reach, attract and hire diverse talent. Get familiarized with Census Race & Ethnicity data to inform your educational and public outreach programs and develop strategies to create meaningful partnerships that will strengthen your mission.

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Moderator: Brandy Perez, HR Specialist, NASA

Speaker: Nesreen Khashan, Data Dissemination Specialist, Census Bureau

2:45 pm - 4:15 pm

Resolving Conflict in Today’s Climate

Room D

The workshop will focus on generational responses to conflict, the pitfalls of avoiding and/or ignoring conflict and different conflict management styles. There will be discussion on personal approaches to conflict, and will conclude with case studies that allow for interaction providing

attendees the opportunity to look at real-world scenario missteps and dialogue on ways to improve.

Moderator: Yvette Delgado, EEO Specialist, FTC

Speaker: Ashley L. Reid, Senior EEO Specialist, National Transportation Safety Board

2:45 pm-4:15 pm

Becoming a Superhero: Agents for Change

Room E2

What do you feel when you face change? Fear or Fierce? Change can be scary, intimidating, exciting and empowering - sometimes all at once. How can you develop the ability to lead others through change and be repeatedly poised to "save the day"? This workshop will give you guidance and exercises for increasing your mental flexibility and resiliency so you can better manage change and avoid your personal kryptonite. Then tools for enhancing strategic thinking and developing longer term organizational visions will be provided to help you unleash your change agent superpowers.

Moderator: Tynnetta Lee, EEO Specialist, VA

Speaker: Denise Viera, Senior Advisor, DOJ

2:45 pm - 4:15 pm

Organizational Leadership...A Practical Prospective

Room F1/F2

Leading people is one of the most professionally rewarding experiences an individual can have during their professional career, yet it is also one of the most challenging times during ones' professional life. There are times that one is thrust into a position of leadership without any previous coaching, experience, or professional training. At times, this situation puts the individual in an awkward position of "leading from behind" instead of "leading from the front". This leadership presentation will enable both newly minted supervisors and experienced leaders to pause and do some introspection regarding whether they are "leading" or "managing". In essence, this presentation will provide a strategic level overview of a leadership "philosophical under pinning" that is thought provoking while also offering practical advice for leading today's workforce.

Moderator: Laura E. Colón-Marrero M.P.A., EEO Director, DOJ

Speaker: Kenneth E. McKinney, Vice President, Strategic Operations, Hawkins Group, LLC

4:15 pm - 5:00 pm

Networking

Auditorium Foyer

Thursday, September 21, 2017

Day Two

National Institutes of Health, Natcher Conference Center (Building 45), Bethesda, MD

9:00 am - 10:30 am **What a Selection Panel Wants to See in your SES Application (SES 102)** **Balcony A**

Learn about the “package” – the Challenge – Context – Action – Results model in building a successful application articulating your challenges and accomplishments in five core arenas. One who cannot “toot” their own horn is destined not to hear the sweet music, nor will a selection panel invite one for a performance – i.e. an interview. Get the big picture on how to approach writing your music – Executive Core Qualifications (ECQ) – some do’s and don’ts, examples, and tips in preparing for an interview. Well-written ECQ’s will mean the difference between being referred for an interview or not!

Moderator: Brandy Perez, HR Specialist, NASA

Speakers: Joseph Mancias, Former Senior Management Counsel to the Director, U.S. Citizenship and Immigration Services, Department of Homeland Security
Lorena McElwain, Director, Business Management & Planning
Office of the Executive Director, CFTC
Felicita Sola Carter, Senior Executive (Retired) and Consultant; Felicita Sola-Carter Consulting

9:00 am - 10:30 am **Diversity & Inclusion: Leading the Way** **Balcony B**

During a time of transition and significant change, when government is facing budget cuts, resource shortages, and a new administration - and in need of ingenuity, efficiency, and stronger teams - tapping into organizational diversity and inclusive practices will be the answer. The question is how do we, as leaders and practitioners, make the case for diversity and lead the way forward? How do we make diversity and inclusion every employee's initiative? How do we prepare ourselves to be able to successfully reflect the true value of and return on investment for organizations when they implement practices that enhance diversity and create inclusive environments?

Moderator: Lakisha Harris, Recruiter, HHS

Speaker: Dr. Zina B. Sutch, Director, Office of Diversity & Inclusion, Office of Personnel Management

9:00 am - 10:30 am **Building Coalitions** **Balcony C**

Executive Core Qualifications (ECQs) define the competencies needed to develop a federal corporate culture that drives results, serves customers and builds successful teams and coalitions within and outside the organization. This workshop will provide attendees with information on:

- a) Developing networks, build alliances and collaborate across boundaries to build strategic relationships.
- b) Identify internal and external politics that affect the organization and balance them with organizational reality to determine appropriate management action.
- c) Build cooperation and consensus through effective persuasion and negotiation.

Moderator: Dwayne Campbell, Hispanic Veterans Liaison, Center for Minority Veterans, U.S. Department of Veterans Affairs

Speaker: Barbara A. Ward, Director, Center for Minority Veterans, U.S. Department of Veterans Affairs

9:00 am - 10:30 am

How to Construct an Individual Development Plan

Room C1/C2

An Individual Development Plan (IDP) is a short-term plan for your personal and professional development. This workshop will help you understand the IDP process and the importance it has in your career. You will learn how to formulate developmental objectives through self-assessment and understand types of formal and informal training opportunities that can address your developmental needs. You will also be able to appreciate the different roles the employee and supervisor play in the development of an IDP.

Moderator: Alexis LaSalle, Community Programs Fellow

Speaker: J. Christopher Chavis, Sr. Training Specialist, DOL

9:00 am - 10:30 am

Resume Renovation: How to Land a Job

Room D

Interviewing and resume writing can be some of the most stressful parts of a job search. How you present yourself, in person and on paper, is the number one factor in determining who gets the job. This workshop covers the fundamentals of resume writing, accomplishment statements, and more. Attendees will learn:

- What a Federal resume is and what information should be included
- How to determine what key words to use in the Federal resume
- A proven technique that you can use to write stronger

Moderator: Carolina Vela, LULAC Intern

Speaker: Elimar C. Medina Figueroa, Program Manager for Leadership and Management Development, U.S. Census Bureau

- 9:00 am - 10:30 am Networking Your Way to Success! Room E1**
- Learn techniques for getting things done effectively by using your creative mind and available resources through networking. Learn to tap into the ideas, information, knowledge, and expertise of others within your organization. This course teaches techniques to improve your effectiveness by increasing and optimizing the value of each of your encounters. You will have the chance to network with others within the workshop for practical experience and demonstrations of your newly learned methods. This workshop is very interactive.
- Moderator: Jeannette Garrison, EEO Secretary, DEA
- Speaker: Cynthia Dunn, Director, IRS, TEGE, Office of Equity, Diversity and Inclusion
-
- 9:00 am - 10:30 am Organizational Leadership..."A Practical Prospective" Room E**
- Leading people is one of the most professionally rewarding experiences an individual can have during their professional career, yet it is also one of the most challenging times during ones' professional life. There are times that one is thrust into a position of leadership without any previous coaching, experience, or professional training. At times, this situation puts the individual in an awkward position of "leading from behind" instead of "leading from the front". This leadership presentation will enable both newly minted supervisors and experienced leaders to pause and do some introspection.
- Moderator: Amneris Caba, EEO and Diversity Specialist, NOAA
- Speaker: Kenneth E. McKinney, VP of Strategic Operations, Hawkins Group, LLC
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- 9:00 am - 10:30 am What Kind of Leader are You? Room G1/G2**
- Are you the type of leader people want to follow and emulate, or do they roll their eyes and run for the hills when they see/hear you coming? Do you apply blanket leadership principles to every member of your team? Do you prefer to take the time to know each person's strengths and growth opportunities and adapt your leadership style to bring out the best in them? Learn to recognize the kind of leader you are through self- and external assessments so you can enhance your skill sets, transform work relationships and effectively lead others where they originally did not want to go.
- Moderator: Alexis LaSalle, Community Programs Fellow
- Speaker: Glorimar Maldonado, Chief Recruitment Officer, HHS
-
- 10:45 am - 12:15 pm *Evaluating Your ECQs Writing and Approach Balcony A**
- This course is for GS-13-15 participants only. This class will cover the style approach and proper focus for successful ECQs – this is a practical, fast-paced, hands-on class.

- Learn about proper focus for ECQs
- Participate in a group exercise in Leading Change
- Make quick, handwritten edits to your example of Leading Change that you brought to class based on what you have learned
- Read your edited draft to a peer who will evaluate it using the DePuy Checklist Model

*Pre-class preparation was sent to all GS-13/15 participants via email. Participants should prepare a 1-page, single-spaced Leading Change Example in the Challenge, Context, Action, Result (CCAR Model) – You should also bring a double spaced version to allow room for handwritten class edits. You will not be admitted to class without the example in hand!

Moderator: Amneris Caba, EEO and Diversity Specialist, NOAA

Speaker: Brenda J DePuy, DePuy HR Associates

10:45 am - 12:15 pm Resolving Conflict in Today’s Climate Balcony B

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Moderator: Yvette Delgado, EEO Specialist, FTC

Speaker: Ashley L. Reid, Senior EEO Specialist, National Transportation Safety Board

10:45 am - 12:15 pm Star Trek Leadership: When the Captain Leaves the Bridge Balcony C

If you know anything about Star Trek, you know that Captain James T. Kirk was always leaving his command post to explore new worlds. However, he did not worry about his ship because he left competent officers in charge. Well, you may not be exploring new worlds as a leader but you will have to leave the office (Bridge) for one reason or another, i.e., meetings, travel, vacation, etc. The question becomes who is “captaining the ship when you leave the bridge”? As a leader, you must build leaders to lead in your absence; moreover, you should have a selfless obligation to develop the next generation of leaders.

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followership, deliver results, affect change, and possess the ability to work with people of all genres.

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Moderator: Norma Fuentes, Executive Administrative Assistant, FBI

Speaker: Cyrus Salazar, Director, Early Resolution and Conciliation Division, USDA

10:45 am - 12:15 pm How to Access Hispanic and other Race, Ethnicity and Ancestry Data from the U.S. Census Bureau Room D

For agencies to continue to address Hispanic under-representation and challenges in identifying & attracting candidates in diverse communities, data is more critical than ever. Learn to access EEO Tabulations to inform your recruiting strategies, and the most current community statistics to make data-driven decisions to reach, attract and hire diverse talent. Get familiarized with Census Race & Ethnicity data to inform your educational and public outreach programs and develop strategies to create meaningful partnerships that will strengthen your mission.

Attend and receive a 30 min. user-centered ideation session to identify your program goals, objectives and specific data needs followed by a data-access workshop.

Moderator: Sadie Perez, Team Lead & National HEPM, FAA

Speaker: Nesreen Khashan, Data Dissemination Specialist, Census Bureau

10:45 am - 12:15 pm Becoming a Superhero: Agents of Change Room E1

What do you feel when you face change? Fear or Fierce? Change can be scary, intimidating, exciting and empowering - sometimes all at once. How can you develop the ability to lead others through change and be repeatedly poised to "save the day"? This workshop will give you guidance and exercises for increasing your mental flexibility and resiliency so you can better manage change and avoid your personal kryptonite. Tools for enhancing strategic thinking and developing longer term organizational visions will be provided to help you unleash your change agent superpowers.

Moderator: Gerard Roman, MHR, Principal Strategist, Hispanic Portfolio, Office of Equity, Diversity, and Inclusion, NIH

Speaker: Denise Viera, Senior Advisor, DOJ

10:45 am - 12:15 pm Managing Your Career and Moving Up in Government Room E2

Are you interested in advancing in your career to the point where you are utilizing your full potential and deriving maximum satisfaction from your job? Do you want to change your

occupational field, switch to a different series, or simply broaden your portfolio? In this session, learn how self-awareness, initiative, research and planning can aid you in moving up or over in the workplace, and how you can maneuver around difficult or unsupportive supervisors and managers for details and other opportunities. Additionally, learn how to create a strong professional portfolio that you can utilize to help you stay competitive and market your abilities to employers in resumes, interviews, and mid-year and annual performance reviews.

Moderator: Jeannette Garrison, EEO secretary, DEA

Speaker: Glorimar Maldonado, Chief Recruitment Officer, HHS

10:45 am - 12:15 pm The Difference Between Coaching and Mentoring...It Matters! Room G1/G2

The terms “mentoring” and “coaching” are often used interchangeably but they are not synonymous. Both share basic goals of helping individuals learn and develop which leads to peak performance and the realization of full potential. However, the definition, approach, focus, role, and tools of each are different. This workshop highlights not only the differences, but also most importantly, the unique professional and personal growth opportunities that each affords.

Moderator: Maria Martinez, D&I Manager, DoE

Speaker: Amelia Longoria-Rathsack, Former Deputy Associate Commissioner for Learning, Social Security Administration

12:15 pm – 1:15 pm LUNCH ON YOUR OWN
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1:15 pm - 2:45 pm Evaluating Your ECQs Writing and Approach Balcony A

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Moderator: Amneris Caba, EEO and Diversity Specialist, NO

Presenter: Brenda J DePuy, DePuy HR Associates

1:15 pm - 2:45 pm

Plain Language: It is the law!

Balcony B

This class provides an overview of the use of plain language and introduces the basic concepts and principles that form it. The class is a mix of instruction and hands-on exercises. At the end of the class, you will know why and when you should use plain language and you will have the tools to start applying it to your communication.

What you will learn:

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- How to use plain language techniques in any type of document
- How to organize your writing into a logical format
- Tips for writing easily understood sentences and paragraphs
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Moderator: Lakisha Harris, Recruiter, HHS

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1:15 pm - 2:45 pm

Star Trek Leadership: When the Captain Leaves the Bridge

Balcony C

If you know anything about Star Trek, you know that Captain James T. Kirk was always leaving his command post to explore new worlds. However, he did not worry about his ship because he left competent officers in charge. Well, you may not be exploring new worlds as a leader but you will have to leave the office (Bridge) for one reason or another, i.e., meetings, travel, vacation, etc. The question becomes who is "captaining the ship when you leave the bridge"? As a leader, you must build leaders to lead in your absence; moreover, you should have a selfless obligation to develop the next generation of leaders.

Moderator: Laura E. Colón-Marrero M.P.A., EEO Director, DOJ

Speaker: Oliver C. Allen, Jr., CEO, Training & Development Strategies, LLC

1:15 pm – 4:30 pm

Mock Interview: Gaining the Skills You Need for Your Next Interview

Room C1/C2

A Mock Interview is a safe place to practice your interview skills and gain feedback. It is also one of the best ways to prepare for an actual employment interview. This workshop will assist participants in gaining skills that they may use during their next interview and how to improve the way they present themselves.

A panel of three Senior Executives will conduct the simulated interviews and will ask attendees four to six behavior based interview questions. Once the interview is complete, the panel will

provide constructive feedback on all aspects of the interview process. The mock interview panelists will make the interview as realistic as possible and will focus on:

- How well you know yourself and your work experiences
- How well you know the agency or industry you hope to enter
- How well you can convey that information

This workshop is limited to 25 attendees and participation will be based on a first come first serve.

Moderator: Sadie Perez, Team Lead & National HEPM, FAA

Speaker/s Ravi Chaudhary, Executive Director, Office of Finance and Management, FAA
Joseph Mancias, Former Senior Management Counsel to the Director, U.S. Citizenship and Immigration Services, DHS
Lettymarie Mayoral, Senior Advisor to Deputy Commissioner for Human Resources, SSA

1:15 pm - 2:45 pm

Managing Your Career and Moving Up in Government

Room D

Are you interested in advancing in your career to the point where you are utilizing your full potential and deriving maximum satisfaction from your job? Do you want to change your occupational field, switch to a different series, or simply broaden your portfolio? In this session you will learn how self-awareness, initiative, research and planning can aid you in moving up or over in the workplace, and how you can maneuver around difficult or unsupportive supervisors and managers for details and other opportunities. Additionally, learn how to create a strong professional portfolio that you can utilize to help you stay competitive and market your abilities to employers in resumes, interviews, and mid-year and annual performance reviews.

Moderator: Brandi Bynum, Program Analyst, OPM

Speaker: Glorimar Maldonado, Chief Recruitment Officer, U.S. Department of Health & Human Services, Office of Human Resources, Talent Acquisition Division

1:15 pm - 2:45 pm

Networking Your Way to Success!

Room E1

Learn techniques for getting things done effectively by using your creative mind and available resources through networking. Learn to tap into the ideas, information, knowledge, and expertise of others within your organization. This course teaches techniques to improve our effectiveness by increasing and optimizing the value of each our encounters. You will have the chance to network with others within the workshop for practical experience and demonstrations of your newly learned methods. This workshop is very interactive.

Moderator: Brandy Perez, HR Specialist, NASA

Speaker: Cynthia Dunn, Director, IRS, TEGE, Office of Equity, Diversity and Inclusion

1:15 pm - 2:45 pm

The Difference between Coaching and Mentoring. It Matters!

Room E2

The terms “mentoring” and “coaching” are often used interchangeably but they are not synonymous. Both share basic goals of helping individuals learn and develop which leads to peak performance and the realization of full potential. However, the definition, approach, focus, role, and tools of each are different. This workshop highlights not only the differences, more importantly, the unique professional and personal growth opportunities that each affords.

Moderator: Abigail Zapote, Executive Director, Latinos for a Secure Retirement

Speaker: Amelia Longoria-Rathsack, Former Deputy Associate Commissioner for Learning, Social Security Administration

1:15 pm - 2:45 pm

Technology Management: You and Your Agency... Technology Is (Can Be) Your Friend

Room G1/G2

The Office of Personnel Management identifies five Executive Core Qualifications that are competencies needed to build a federal corporate culture that drives for results, serves customers, and builds successful teams and coalitions within and outside the organization. Technology Management, which is under the ECQ #4- Business Acumen, encourages us to keep up-to-date on technological developments. Leaders shall effectively use technology to strategically achieve results in areas such as human capital, financial management, and data information resources.

In this workshop, presenters will discuss Federal public policy and regulations required on the implementation of technology management; demonstrate how you can use technology to improve work effectiveness, increase collaboration, and facilitate communication among colleagues, communities, and academia; and demonstrate how you can effectively use technology to promote your accomplishments, marketing your work, and educational tools. Provide some hands-on demonstrations of how to effectively use technology in performing your duties. What to look out for, what to consider, best practice, things to avoid.

Speaker/s: Jose L. Muñoz, Chief Technology Officer, National Science Foundation
Ana Valentín, Enterprise Service Program Manager, NOAA

3:00 pm – 4:30 pm

Mystery, Magic or Mastery: Developing Business Acumen

Room C1/C2

Change: Done it! People: Led them! Results: Got those! Coalitions: Of course! Business Acumen: What is that?

Many people, particularly in government, struggle with understanding and demonstrating business acumen. What is Business Acumen? How does it relate to other leadership skills and the ECQs required to advance to senior leadership roles? How do you develop it? How do you measure it? How can you highlight your business acumen even when you have never worked in information technology, human resources, or financial management?

This workshop will:

Remove the mystery by helping you better understand business acumen; share the magic by highlighting how your experiences relate to this elusive arena, and promote mastery by showing you how to develop new skills.

Speaker: Denise Viera, Senior Advisor, U.S. Department of Justice/Office of Justice Programs

3:00 pm – 4:30 pm Resume Renovation: How to Land a Job Room E1

Interviewing and resume writing can be some of the most stressful parts of a job search. How you present yourself, in person and on paper, is the number one factor in determining who gets the job. This workshop covers the fundamentals of resume writing, accomplishment statements, and more. Attendees will learn:

- What a Federal resume is and what information should be included
- How to determine what key words to use in the Federal resume
- A proven technique that you can use to write stronger

Speaker: Elimar C. Medina Figueroa, Program Manager for Leadership and Management Development, U.S. Census Bureau

3:00 pm – 4:30 pm Networking Your Way to Success! Room F1/F2

Learn techniques for getting things done effectively by using your creative mind and available resources through networking. Learn to tap into the ideas, information, knowledge, and expertise of others within your organization. This course teaches techniques to improve your effectiveness by increasing and optimizing the value of each of your encounters. You will have the chance to network with others within the workshop for practical experience and demonstrations of your newly learned methods. This workshop is very interactive.

Moderator: Amneris Caba, EEO and Diversity Specialist, NOAA

Speaker: Cynthia Dunn, Director, IRS, TEGE, Office of Equity, Diversity and Inclusion

4:30 pm – 5:00 pm Networking Auditorium Foyer

Friday, September 22, 2017

Day Three

United States Department of Health and Human Services

Hubert H. Humphrey Building, 200 Independence Avenue, S.W. Washington, DC 20101

7:30 am-8:30 am **Registration/Check in** **Room 800**

8:30 am –9:45 am **Plenary Session** **Room 800**

Welcome: Sara E Clemente, Director of Federal Affairs, LULAC

HHS Welcome Remarks: Roger Severino, Director, Office of Civil Rights, HHS

Guest Speaker: Dr. Patrick S. Malone, Director, Key Executive Leadership Programs
Department of Public Administration and Policy, American University

Closing Remarks: Brent Wilkes, Chief Executive Officer, LULAC

10:00 am – 12:00 pm **Roundtable Discussions and Mentoring** **Room 800**

Group A Leadership Roundtable Discussion & Speed Mentoring
(GS 5-GS 12)

Group B Senior Executive Service Roundtable Discussion & Speed Mentoring
(GS 13)

Group C Senior Executive Service Roundtable Discussion & Speed Mentoring
(GS 14-GS 15)