

84th League of Latin American Citizen's National Convention & Exposition Federal Training Institute Agenda

Tuesday, June 18, 2013

9:00 am – 10:15 am **Plenary Session – The Journey to a Federal Career – Is there an ideal career path?**
Room: Roman

So you're in the federal public service "Where are you on your journey?" "Where do you want to be?" Join us and hear about the different paths that our panelists have taken in their journey. You may want to follow the same path!

Facilitator: Ms. Sara E Clemente Sosa, LULAC Director of Federal Affairs

Panelists: Ms. Lisa Pino, Deputy Assistant Secretary for Civil Rights, U.S. Department of Agriculture
Mr. Dexter R. Brooks, Director of Federal Sector Programs, United States Equal Employment Opportunity Commission
Ms. Carmen Cantor, Executive Director, Bureau of Educational & Cultural Affairs and the Bureau of International Information Programs, U.S. Department of State (invited)
Mr. Sean Clayton, Director, the Chief Human Capital Officer, National Archives and Records Administration
Mr. Jeffrey Vargas, Chief Learning Officer, Commodity Futures Trading Commission

10:30 am – 11:45 am **Community Briefing: Find and Apply for Employment in the Federal Government**
Room: Pisa

It's a New Day for the Federal Service! Are you interested in pursuing one of the many exciting, challenging and rewarding careers in the Federal Government? Attend this workshop to learn how to get started, as it is designed to highlight the steps to finding and applying for Federal jobs and provide you with an excellent foundation to consider a career with the Federal government. This session will provide participants with information on how to navigate the government's official jobs website, USAJOBS. Participants will learn how to navigate the site and search for jobs, including tailoring the search to particular types of jobs and specific geographic areas. They will also learn about the various special hiring programs with the Federal Government and what jobs are in high demand, as well as resume and other Federal application process tips.

Facilitator: Ms. Maria Mercedes Olivieri, Diversity Consultant & Trainer, Former Assistant Director for Federal Diversity, Office of Personnel Management

Presenter (s): Ms. Iris Green, Human Resources Specialist, U. S. Office of Personnel Management

10:30 am – 11:45 am **Introduction to the Senior Executive Service (SES)**
Room: Trevi

What is the Senior Executive Service? Are you interested in becoming an SES? Come and learn first-hand about the how and why of the SES. What experiences do you need? What traits do

84th League of Latin American Citizen's National Convention & Exposition

Federal Training Institute Agenda

you have? These will be addressed by providing you an overview on the Executive Core Qualifications (ECQs). The Executive Core Qualifications (ECQs) define the 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. The Executive Core Qualifications 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.

Facilitator: Glorimar Maldonado, Senior Advisor, Strategic Programs Office
Human Capital and Resources Management Office, Centers for Disease Control and Prevention

Presenter (s): Mr. Joseph Mancias, Former Senior Management Counsel to the Director, U.S. Citizenship and Immigration Services, Department of Homeland Security
Ms. Lorena Carrasco, Director, Office of Diversity and Inclusion, U.S. Commodity Futures Trading Commission

10:30 am – 11:45 am **Becoming a Trusted Leader** **Room: Palermo**

Globalization, the pending retirement wave, increased utilization of technology, and a universally accepted mantra of “do more with less – and do it faster, more efficiently and effectively” is causing agencies to fundamentally question how they identify and train their leaders of tomorrow. What got us here won't get us there; the role of a leader is transforming and strategic leadership is the calling of tomorrow. Involve yourself in this session and gain a greater understanding of the five stages of strategic leadership and learn how to immediately apply them into your daily life. Let this learning engagement help you identify how to transform yourself and unleash you as a forward thinking results-driven strategic leader.

Facilitator: Ms. Anjoly N. Ibrahim, Recruitment and Outreach Officer, U.S. Department of State

Presenter (s): Mr. Jeffrey Vargas, Chief Learning Officer, U.S. Commodity Futures Trading Commission
Mr. Sean M. Clayton, Acting Deputy Assistant Regional Commissioner for Management and Operations Support, Social Security Administration (invited)

10:30 am – 11:45 am **The Face in the Mirror “Self Awareness A Leadership Imperative”** **Room: Siena**

This interactive fun and powerful workshop will take participants on a journey of self-discovery. Participants will gain a better understanding of why self-awareness is critical competency for their success as a leader. You will also explore the implications of lack of self-awareness and share tools and techniques to increase self-awareness.

84th League of Latin American Citizen's National Convention & Exposition

Federal Training Institute Agenda

Facilitator: Mr. Jacqueline Padron, Diversity and Inclusion Program Manager, U.S. Department of Agriculture
Presenter (s): Ms. Joanna Roop, Manager, Learning and Development, University of North Carolina Charlotte

2:00 pm – 3:15 pm

Community Briefing: Writing an Effective Resume

Room: Messina

The Federal Government is streamlining the application process in order to make it easier and faster for candidates to apply for jobs. Job seekers will be able to apply for positions using a resume and an optional over letter. This workshop will provide participants with information on how best to write a resume that highlights strengths and accomplishments. You will learn what information to include on your resume, tips to market yourself how to describe your experience. You will also learn how to communicate veteran-specific information on your resume. Participants will leave this session armed with information to craft an effective resume.

Facilitator (s): Glorimar Maldonado, Senior Advisor, Strategic Programs Office
Human Capital and Resources Management Office, Centers for Disease Control and Prevention
Alfredo Ballon, LULAC FTI Intern, University of Maryland
Presenter (s): Ms. Iris Green, Human Resources Specialist, U. S. Office of Personnel Management

2:00 pm – 3:15 pm

Community Briefing: Veteran's Symposium I - Veterans Health Administration

Room: Pisa

This workshop will provide attendees with information on programs, benefits and services offered by the Department of Veterans Affairs to veterans and their families. Special emphasis will be given to the following programs:

Veterans Health Administration (VHA) - VHA is home to the United States' largest integrated health care system consisting of 152 medical centers, nearly 1,400 community-based outpatient clinics, community living centers, Vet Centers and Domiciliary. Veterans attending this session will be provided information on basic eligibility for VA healthcare, how to enroll in VA healthcare (DD214), covered healthcare services, priority groups, co-payments, Operations Iraq Freedom/Operation Enduring Freedom benefits, mental health services, Vet Centers, VA special programs, patient education classes, MyHealthyVet, and ChampVA.

Facilitator: Mr. Dwayne E. Campbell, Hispanic Veterans Liaison, Center for Minority Veterans, U.S. Department of Veterans Affairs
Presenter (s): Ms. Monique S. Collier, Minority Veteran Program Coordinator, VA Southern Nevada Medical Center, U.S. Department of Veterans Affairs

2:00 pm – 3:15 pm

Diversity: Pitfalls and Opportunities in the American Workplace"

Room: Siena

Description: While becoming more diverse, the American workplaces culture is generally patterned after that of Northern Europeans. As a result of increasing workforce diversity, there

84th League of Latin American Citizen's National Convention & Exposition

Federal Training Institute Agenda

are a growing number of employees whose culture, values, and behaviors may not fit that of the traditional American workplace. Unless understood, embraced, and managed well, these differences may result in a conflictive and unproductive workplace.

Using results, humor, and the Presenter (s)'s own personal and professional experience, this workshop explores what happens when people from different cultural backgrounds work together in a workplace that has its own very distinct culture. It will identify potential areas of conflict—and ways to minimize it—as well as areas of opportunity as they work together towards a common goal.

The workshop helps understand the values and expectations in the American workplace culture versus those of the cultures represented by diverse ethnic and racial minorities. After identifying common areas as well as areas of conflict and their consequences, the workshop presents ways of bridging the gap and making for a more productive and embracing workplace.

Facilitator: Ms. Virginia Andreu Rosario, Attorney, United States Equal Employment Opportunity Commission

Presenter (s): Ms. Maria Mercedes Olivieri, Diversity Consultant & Trainer, Former Assistant Director for Federal Diversity, Office of Personnel Management

2:00 pm – 3:15 pm

Hiring & Advancing People with Disabilities in the Federal Government

Room: Trevi

This workshop presented by the US Department of Health and Human Services (DHHS), Diversity Outreach Opportunities and Recruitment Division (DOOR) representatives will provide valuable information on vehicles you may use to employ people with disabilities and create career paths that may help them advance to leadership positions within the Federal government. The workshop will be an open forum and overview of Schedule A hiring; Reasonable Accommodations and Language Access; Training Resources for Persons with Disabilities; Internship, and Employment Opportunities within the Federal government.

Facilitator: Ms. Lydia Torres, Captain, USPHS, Medical Officer: International HIV Research\ Latin America HIV Research Liaison, National Institutes of Health.

Presenter (s): Ms. Crystal Williams, Departmental Hispanic Employment Program Manager, U.S. Department of Health and Human Services

2:00 pm – 3:15 pm

When I Say "Change" You Say "Why?!!!" Managing Change: Understanding your Change Style Preference

Room: Palermo

Do any of these responses resonate? How can you effectively deal with and lead a workforce through change if you get these responses?

During this interactive workshop attendees will learn about personal change style preferences and more importantly shed some light on how others around them approach change. This basic understanding is the foundation for effective change management. As a senior leader in any organization, your ability to effectively lead and manage change is critical to leadership effectiveness. This workshop will give you the tools to build your change management skills.

84th League of Latin American Citizen's National Convention & Exposition

Federal Training Institute Agenda

Facilitator: Ms. Ana Valentin, Survey Statistician, National Oceanic & Atmospheric Administration

Presenter (s): Ms. Anita Hinton, Leadership Instructor, Central Intelligence Agency/Center for Leadership Development

3:30 pm – 4:45 pm

Community Briefing: Veteran's Symposium II - Veterans Benefits Administration

Room: Pisa

This workshop will provide attendees with information on programs, benefits and services offered by the Department of Veterans Affairs to veterans and their families. Special emphasis will be given to the following programs:

Veterans Benefits Administration (VBA) - VBA is responsible for administering the VA's programs that provide financial and other forms of assistance to veterans, their dependents, and survivors. The Veterans attending this session will learn about the major benefits offered to veterans by VBA to include Veterans' compensation, pension, survivors' benefits, specially adapted housing grants, rehabilitation and employment assistance, education assistance, home loan guaranties, Dependency and Indemnity Compensation, and life insurance coverage.

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

Presenter (s): Ms. Elizabeth Prevatt, Rating Veterans Service Representative, Reno VA Regional Office, U.S. Department of Veterans Affairs

3:30 pm – 4:45 pm

Introduction to the Senior Executive Service (SES)

Room: Trevi

What is the Senior Executive Service? Are you interested in becoming an SES? Come and learn first-hand about the how and why of the SES. What experiences do you need? What traits do you have? These will be addressed by providing you an overview on the Executive Core Qualifications (ECQs). The Executive Core Qualifications (ECQs) define the 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. The Executive Core Qualifications 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.

Facilitator: Ms. Michelle Arias, Deputy Director for the Office of Recruitment, Examination, and Employment

Presenter (s): Mr. Joseph Mancias, Former Senior Management Counsel to the Director, U.S. Citizenship and Immigration Services, Department of Homeland Security
Lorena Carrasco, Director, Office of Diversity and Inclusion, U.S. Commodity Futures Trading Commission

84th League of Latin American Citizen's National Convention & Exposition Federal Training Institute Agenda

3:30 pm – 4:45 pm

Conflict Resolution

Room: Siena

The objective of this training session is to improve understanding and awareness of conflict resolution strategies and increase the use of these strategies when feasible and appropriate. Attendees will learn to anticipate and prevent destructive conflict; plan an appropriate strategy and set the plan in motion.

Facilitator: Ms. Anjoly N Ibrahim, Recruitment and Outreach Officer, U.S. Department of State

Presenter (s): Mr. Gilbert Camacho, Associate Director for Human Capital Systems, Human Capital and Resources Management (invited)

3:30 pm – 4:45 pm

The 5 “W”s and 2 “H”s on Business Acumen

Room: Palermo

This dynamic interactive workshop is designed to communicate and educate participants on the importance (who, what, when, where, why, how, and how much) of managing human, financial, and information resources to obtain personal and organizational success. Topics presented during this workshop: financial management (understanding processes), human capital management (obtaining and retaining talent of the best caliber), and technology management (leveraging and employing technology to enhance productivity).

Facilitator: Ms. Ana Valentin, Survey Statistician, National Oceanic & Atmospheric Administration

Presenter (s): Mr. Manuel Gomez Jr., Chief, Special Missions Division, National Air & Space Intelligence Center, Department of the Air Force (invited)

Wednesday, June 19, 2013

9:00 am – 10:15 am

Community Briefing: Veteran’s Symposium III – Vet Center

Room: Pisa

This workshop will provide attendees with information on programs, benefits and services offered by the Department of Veterans Affairs to veterans and their families. Special emphasis will be given to the following programs:

Vet Center – The Vet Center program facilitates readjustment counseling and a wide range of psycho social services offered to eligible Veterans and their families in their effort to make a successful transition from military to civilian life. Vet Centers are community based and part of the U.S. Department of Veterans Affairs. These services include: Individual and group counseling

84th League of Latin American Citizen's National Convention & Exposition

Federal Training Institute Agenda

for Veterans and their families; family counseling for military related issues; bereavement counseling for families who experience an active duty death; Military sexual trauma counseling and referral; substance abuse assessment and referral, and Screening & referral for medical issues including TBI, and depression.

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

Presenter (s): Ms. Jodeen Dawson- Thompson, Las Vegas Vet Center, U.S. Department of Veterans Affairs

9:00 am – 10:15 am

Senior Executive Service 101: Preparing for the Next Step!

Room: Trevi

Interested in becoming a SES member? Join us in both sessions of a two-part workshop: Preparing for the Next Step, sessions (SES 101 & SES 102) to help you acquire the knowledge to stand out in a competitive field. One sure way to accomplish this task is by executing successful Executive Core Qualifications (ECQ). Well written ECQs can mean the difference between being referred for an interview with a federal review board or not!

This interactive workshop will afford the opportunity to begin crafting ECQ's and how to follow the Office of Personnel Management's Challenge/Context/Action/Results Model. To accomplish this, the presenter will provide attendees with expert advice on how to present your qualifications in writing; the do's and don'ts when addressing the ECQ's and writing samples of ECQ's.

Facilitator: Ms. Belen Sanchez Leos, Safety and Occupational Health Specialist/Curriculum Developer, U.S. Department of Labor

Presenter (s) Mr. Joseph Mancias, Former Senior Management Counsel to the Director, U.S. Citizenship and Immigration Services, Department of Homeland Security
Ms. Lorena Carrasco, Director, Office of Diversity and Inclusion, U.S. Commodity Futures Trading Commission

9:00 am – 10:15 am

Conflict Resolution

Room: Siena

The constructive handling of disagreements is essential to personal satisfaction and organizational effectiveness. Improved skill in managing interpersonal differences will enrich your work relationships and career. In this session attendees will learn to anticipate and prevent destructive conflict; plan an appropriate strategy to address conflict and set the plan in motion.

Facilitator: Glorimar Maldonado, Senior Advisor, Strategic Programs Office
Human Capital and Resources Management Office, Centers for Disease Control and Prevention

Presenter (s): Mr. Gilbert Camacho, Associate Director for Human Capital Systems, Human Capital and Resources Management, Centers for Disease Control and Prevention

84th League of Latin American Citizen's National Convention & Exposition

Federal Training Institute Agenda

9:00 am – 10:15 am **EEOC Federal Sector Update - Revisions to MS-10, New Strategic Enforcement Plan, and Federal Sector Priorities**
Room: Modena

This interactive discussion will focus on EEOC's recent activities affecting the Federal sector. In July 2012, EEOC issued new regulations directed at federal EEO programs. The changes created among other things a new compliance process as well as a process for creating pilot EEO processes. As a result of the regulatory change EEOC has revised its operational document – EEO Management Directive 110 (MD 110), which provides user friendly guidance to federal EEO practitioners.

The discussion will also provide information on the new four-year Strategic Enforcement Plan (SEP). The purpose of the SEP is to focus and coordinate the EEOC's programs to have a sustainable impact in reducing and deterring discriminatory practices in the workplace

Facilitator: Ms. Virginia Andreu Rosario, Attorney, United States Equal Employment Opportunity Commission

Presenter (s): Mr. Dexter R. Brooks, Director of Federal Sector Programs, United States Equal Employment Opportunity Commission

9:00 am – 10:15 am **Succession Planning and You**
Room: Palermo

This workshop will give you an inside look into succession planning and what you can do to position yourself to be a successor and ultimately an executive in your organization. This workshop will cover: the importance of succession planning to enhancing your career; the characteristics organizations are looking for in its successors and executives; developmental strategies you can use to prepare to become a successor; and if you are a successor, developmental strategies you can use to prepare to become an executive.

Facilitator: Ms. Jacqueline Padron, Diversity and Inclusion Program Manager, U.S. Department of Agriculture

Presenter (s): Ms. Vickye R. Byron, SPHR, GCDF, Ray B Consulting, LLC

10:30 am – 11:45 am **Community Briefing: Veteran's Symposium IV – VA for Vets**
Room: Pisa

VA for Vets facilitates the reintegration, retention and hiring of Veteran employees at the Department of Veterans Affairs (VA). At this session, Veterans will learn about VA's careers, search tools for Veterans seeking employment at VA, career development services for Veterans employed by the VA, military skills translation, career matching services, and coaching and reintegration support for military service members.

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

84th League of Latin American Citizen's National Convention & Exposition

Federal Training Institute Agenda

Presenter (s): Michael Lew, Regional Veterans Employment Coordinator, U.S. Department of Veterans Affairs

10:30 am – 11:45 am **Diversity: Pitfalls and Opportunities in the American Workplace”**
Room: Siena

While becoming more diverse, the American workplaces culture is generally patterned after that of Northern Europeans. As a result of increasing workforce diversity, there is a growing number of employees whose culture, values, and behaviors may not fit that of the traditional American workplace. Unless understood, embraced, and managed well, these differences may result in a conflictive and unproductive workplace. Using results, humor, and the Presenter (s)'s own personal and professional experience, this workshop explores what happens when people from different cultural backgrounds work together in a workplace that has its own very distinct culture. It will identify potential areas of conflict—and ways to minimize it—as well as areas of opportunity as they work together towards a common goal.

The workshop helps understand the values and expectations in the American workplace culture versus those of the cultures represented by diverse ethnic and racial minorities. After identifying common areas as well as areas of conflict and their consequences, the workshop presents ways of bridging the gap and making for a more productive and embracing workplace.

The workshop helps understand the values and expectations in the American workplace culture versus those of the cultures represented by diverse ethnic and racial minorities. After identifying common areas as well as areas of conflict and their consequences, the workshop presents ways of bridging the gap and making for a more productive and embracing workplace.

Facilitator: Ms. Belen Sanchez Leos, Safety and Occupational Health Specialist/Curriculum Developer, U.S. Department of Labor

Presenter (s): Ms. Maria. Mercedes Olivieri, Diversity Consultant & Trainer, Former Assistant Director for Federal Diversity, Office of Personnel Management

10:30 am – 11:45 am **Senior Executive Service 102: Preparing for the Next Step!**
Room: Trevi

This session is the continuation of SES 101. This interactive workshop will afford the opportunity to continue crafting ECQ's and share them with Presenter (s)s and attendees for constructive advice and improvement of the written ECQs presented. Remember, well written ECQs can mean the difference of getting to the interview with a federal review board or not! To accomplish this, the Presenter (s) will recap/summarize what was discussed in the SES 101 and continue providing attendees with expert advice on how to present your qualifications in writing; the do's and don'ts when addressing the ECQ's and writing samples of ECQ's.

84th League of Latin American Citizen's National Convention & Exposition

Federal Training Institute Agenda

Facilitator: Ms. Cristina Bartolomei, EEO Manager, Office of Civil Rights, U.S. Department of Commerce

Presenter (s): Mr. Joseph Mancias, Former Senior Management Counsel to the Director, U.S. Citizenship and Immigration Services, Department of Homeland Security
Lorena Carrasco, Director, Office of Diversity and Inclusion, U.S. Commodity Futures Trading Commission

10:30 am – 11:45 am **Generational Truths Every Leader Needs to Know**
Room: Modena

Learn the characteristics of the four generations currently in the workplace. Identify your own strengths and weaknesses in the face of “truths and myths” about each of the four generations, Improve your power to communicate and successfully influence others through understanding motivation techniques in cross-generational communications, Identify strategies on how to navigate organizational culture driven from a generational perspective to improve negotiating skills as well as team productivity.

Facilitator: Ms. Alesia Rose, Community Outreach and Liaison Program Manager
Central Intelligence Agency

Presenter (s): Mr. Jeffrey Vargas, Chief Learning Officer, Commodity Futures Trading Commission (invited)
Mr. Sean M. Clayton, Acting Deputy Assistant Regional Commissioner for Management and Operations Support, Social Security Administration (invited)

12:00 pm - 1:45 pm **Lunch**

2:00 pm – 3:15 pm **Community Briefing: Find and Apply for Employment in the Federal Government**
Room: Pisa

It's a New Day for the Federal Service! Are you interested in pursuing one of the many exciting, challenging and rewarding careers in the Federal Government? Attend this workshop to learn how to get started, as it is designed to highlight the steps to finding and applying for Federal jobs and provide you with an excellent foundation to consider a career with the Federal government. This session will provide participants with information on how to navigate the government's official jobs website, USAJOBS. Participants will learn how to navigate the site and search for jobs, including tailoring the search to particular types of jobs and specific geographic areas. They will also learn about the various special hiring programs with the Federal Government and what jobs are in high demand, as well as resume and other Federal application process tips.

Facilitator: Ms. Cristina Bartolomei, EEO Manager, Office of Civil Rights, U.S. Department of Commerce

Presenter (s): Ms. Iris Green, Human Resources Specialist, U. S. Office of Personnel Management

84th League of Latin American Citizen's National Convention & Exposition

Federal Training Institute Agenda

2:00 pm – 3:15 pm

Senior Executive Service Coaching and Roundtable Discussion

Room: Trevi

This workshop provides employees interested in moving into the SES ranks an opportunity for more direct, give-and-take interaction with experienced managers in leadership positions. The participants will participate in an informal exchange of information with senior managers regarding SES competencies, performance expectations as a senior leader, and maximizing career opportunities to enhance their skills.

This workshop is limited to a small group of attendees and participation will be based on a first come, first serve basis.

Coaches:

Mr. Joseph Mancias, Former Senior Management Counsel to the Director, U.S. Citizenship and Immigration Services, Department of Homeland Security

Ms. Lorena Carrasco, Director, Diversity and Inclusion, Commodity Futures Trading Commission

Ms. Carmen Cantor, Executive Director, Bureau of Educational & Cultural Affairs and the Bureau of International Information Programs, U.S. Department of State (invited)

Mr. Gilbert Camacho, Associate Director for Human Capital Systems Human Capital and Resources Management, U. S. Department of Health and Human Services

Mr. Jeffrey Vargas, Chief Learning Officer, Commodity Futures Trading Commission (invited)

Mr. Sean M. Clayton, Acting Deputy Assistant Regional Commissioner for Management and Operations Support, Social Security Administration (invited)

Ms. Vickye R. Byron, SPHR, GCDF, Ray B Consulting, LLC

2:00 pm – 3:15 pm

Preventing Retaliation and Harassment in the Workplace

Room: Modena

In the past fiscal years the basis most frequently alleged in discrimination complaints is reprisal, and the issue most frequently alleged is harassment. This workshop will provide federal employees (supervisors and non-supervisors) an understanding of key legal concepts and definitions of retaliation, examples of cases where the Commission found retaliation, and employer's responsibility to prevent and/or stop retaliation in the workplace.

In addition, this workshop will discuss not only sexual harassment, but also unlawful harassment on any bases protected under the federal employment discrimination statutes (Title VII, Age Discrimination in Employment Act (ADEA), Equal Pay Act (EPA), Rehabilitation Act and Genetic Information Discrimination Act (GINA)). This presentation will discuss: what is unlawful

84th League of Latin American Citizen's National Convention & Exposition

Federal Training Institute Agenda

harassment that culminates in a tangible employment action, hostile work environment harassment, and employer's duty to exercise care.

Facilitator: Ms. Sara A. Rosario, Diversity Programs Coordinator, U.S. Census Bureau
Presenter (s): Ms. Virginia Andreu Rosario, Attorney, United States Equal Employment Opportunity Commission, Attorney Advisor, Federal Sector Programs, Office of Civil Rights

3:30 pm – 4:45 pm

Community Briefing: Writing an Effective Resume

Room: Pisa

The Federal Government is streamlining the application process in order to make it easier and faster for candidates to apply for jobs. Job seekers will be able to apply for positions using a resume and an optional over letter. This workshop will provide participants with information on how best to write a resume that highlights strengths and accomplishments. You will learn what information to include on your resume, tips to market yourself how to describe your experience. You will also learn how to communicate veteran-specific information on your resume. Participants will leave this session armed with information to craft an effective resume.

Facilitator: Alberto Ballon, LULAC FTI Intern, University of Maryland
Presenter (s): Ms. Iris Green, Human Resources Specialist, U. S. Office of Personnel Management

3:30 pm – 4:45 pm

Senior Executive Service 103 - Coaching and Roundtable Discussion

Room: Trevi

This workshop provides employees interested in moving into the SES/leadership ranks an opportunity for more direct, give-and-take interaction with experienced managers in leadership positions. Participants will engage in an informal exchange of information with senior managers regarding SES competencies, performance expectations as a senior leader, work life balance, and maximizing career opportunities to enhance their skills.

This workshop is limited to a small group of attendees and participation will be based on a first come, first serve basis.

Facilitator: Jacqueline Padron, Diversity and Inclusion Program Manager, U.S. Department of Agriculture

Coaches:

Mr. Joseph Mancias, Former Senior Management Counsel to the Director, U.S. Citizenship and Immigration Services, Department of Homeland Security

Mr. Gilbert Camacho, Associate Director for Human Capital Systems Human Capital and Resources Management, U. S. Department of Health and Human Services (invited)

84th League of Latin American Citizen's National Convention & Exposition Federal Training Institute Agenda

Ms. Lorena Carrasco, Director, Diversity and Inclusion, Commodity Futures Trading Commission (invited)

Mr. Jeffrey Vargas, Chief Learning Officer, Commodity Futures Trading Commission (invited)

Mr. Sean M. Clayton, Acting Deputy Assistant Regional Commissioner for Management and Operations Support, Social Security Administration (invited)

Ms. Carmen Cantor, Executive Director, Bureau of Counterterrorism, U.S. Department of State (invited)

Ms. Vickye R. Byron, SPHR, GCDF, Ray B Consulting, LLC

3:30 pm – 4:45 pm

Developing Effective Collaborations: Learning to Do More with Less

Room: Trevi

During this workshop we examine the critical success factors that contribute to the successful collaborations. As we enter an era with reduced budgets, hiring freezes and limited resources, we must develop innovative techniques to maintain and improve current operations. As we continue to do more with less, organizational resource sharing is the new Federal Government buzz phrase. As people with different personal perspectives, educational backgrounds, and different levels of expertise converge in these teams, we must develop strategies to better understand the collaborations context and processes that will come into place. This workshop also provides recommendations for evaluating employee's performance and improves employee engagement in this type of endeavors.

Facilitator: Ms. Maria. Mercedes Olivieri, Diversity Consultant & Trainer, Former Assistant Director for Federal Diversity, Office of Personnel Management

Presenter (s): Ms. Amarylis Lopez, Program Manager, National Institutes of Health

Thursday, June 20, 2013

Federal Employment Symposium

9:00 am – 10:15 am

Plenary Session – Different is the New Awesome: How to Embrace, Employ and Enjoy Diversity

Room: Roman IV

This session will help participants to see diversity as a personal challenge, because learning how to deal with different people is a journey that they must start on their own". In such a competitive world, if you follow the crowd you will not be noticed. This session will take the audience in a journey to embrace, employ and enjoy the diversity around them. This Presenter (s) will showcase the latest research about Cultural Neuroscience, the study of how cultural values, practices and beliefs shape and are shaped by the mind, brain and genes. This ground-breaking science focuses on answering the questions of who we are and why we do what we do.

84th League of Latin American Citizen's National Convention & Exposition

Federal Training Institute Agenda

This intensive session will encourage the audience to see diversity from two different perspectives; theirs and the rest of the world.

Facilitator: Sara E. Clemente, LULAC Director of Federal Affairs
Presenter (s): Mr. Miguel Joey Aviles, Founder & CEO, Passion for Excellence Institute

10:30 am – 11:45 am **Managing Up: How to Positively Influence Supervisors and Senior Staff to Achieve Positive Results**

Room: Palermo

Managing up is all about establishing good relationships with the leaders above you so you can further your goals and the goals of your team, office and agency. In this session, you will identify possible gaps between senior staff expectations and your understanding of your role in the office/agency; learn how to maximize communication styles to effectively navigate bottom-up relationships; and evaluate how effectively you currently work with managers and senior staff.

Facilitator: Cristina Bartolomei, EEO Manager, Office of Civil Rights, U.S. Department of Commerce
Presenter (s): Ms. Glorimar Maldonado, Human Capital Advisor, Strategic Programs Office, Human Capital and Resources Management Office, Centers for Disease Control and Prevention, U.S. Department of Health and Human Services

10:30 am – 11:45 am **Succession Planning and You**

Room: Pisa

This workshop will give you an inside look into succession planning and what you can do to position yourself to be a successor and ultimately an executive in your organization. This workshop will cover: the importance of succession planning to enhancing your career; the characteristics organizations are looking for in its successors and executives; developmental strategies you can use to prepare to become a successor; and if you are a successor, developmental strategies you can use to prepare to become an executive.

Facilitator: Ms. Ana Valentin, Survey Statistician, National Oceanic & Atmospheric Administration
Presenter (s): Ms. Vickye R. Byron, SPHR, GCDF, Ray B Consulting, LLC

12:00 pm – 2:00 pm **Lunch**

2:00 pm – 3:15 pm **Developing Effective Collaborations: Learning to Do More with Less**

Room: Trevi

During this workshop we examine the critical success factors that contribute to the successful collaborations. As we enter an era with reduced budgets, hiring freezes and limited resources,

84th League of Latin American Citizen's National Convention & Exposition

Federal Training Institute Agenda

we must develop innovative techniques to maintain and improve current operations. As we continue to do more with less, organizational resource sharing is the new Federal Government buzz phrase. As people with different personal perspectives, educational backgrounds, and different levels of expertise converge in these teams, we must develop strategies to better understand the collaborations context and processes that will come into place. This workshop also provides recommendations for evaluating employee's performance and improves employee engagement in this type of endeavors.

Facilitator: Ms. Sara A. Rosario, Diversity Programs Coordinator, U.S. Census Bureau
Presenter (s): Ms. Amarylis Lopez, Program Manager, National Institutes of Health

2:00 pm – 3:15 pm

Preventing Retaliation and Harassment in the Workplace

Room: Palermo

In the past fiscal years the basis most frequently alleged in discrimination complaints is reprisal, and the issue most frequently alleged is harassment. This workshop will provide federal employees (supervisors and non-supervisors) an understanding of key legal concepts and definitions of retaliation, examples of cases where the Commission found retaliation, and employer's responsibility to prevent and/or stop retaliation in the workplace.

In addition, this workshop will discuss not only sexual harassment, but also unlawful harassment on any bases protected under the federal employment discrimination statutes (Title VII, Age Discrimination in Employment Act (ADEA), Equal Pay Act (EPA), Rehabilitation Act and Genetic Information Discrimination Act (GINA)). This presentation will discuss: what is unlawful harassment that culminates in a tangible employment action, hostile work environment harassment, and employer's duty to exercise care.

Facilitator: Ms. Maria. Mercedes Olivieri, Diversity Consultant & Trainer, Former Assistant Director for Federal Diversity, Office of Personnel Management
Presenter (s): Ms. Ms. Virginia Andreu Rosario, Attorney, United States Equal Employment Opportunity Commission, Attorney Advisor, Federal Sector Programs, Office of Civil Rights

3:30 pm – 5:00 pm

Speed Mentoring (Networking) Group A

Room: Pisa

Speed mentoring is a relatively new concept that focuses on quick-hit information, time-efficient networking and the methodical pursuit of a mentor. Rather than meeting a potential future spouse, participants meet future potential mentors and protégées, allies and sources of information to help participants make the most of their career. Speed Mentoring is becoming increasingly more popular in the Federal government in support of the agencies Succession Planning and Employee Career Progression plans. Speed Mentoring provides networking opportunities for mentors and mentees to interact and exchange successful testimonies!

84th League of Latin American Citizen's National Convention & Exposition Federal Training Institute Agenda

Presenter (s): Ms. Jacqueline Padron, Diversity and Inclusion Program Manager, U.S.
Department of Agriculture

Presenter (s): All Presenter (s) and Coaches

3:30 pm – 5:00 pm

Speed Mentoring (Networking) Group B

Room: Trevi

Speed mentoring is a relatively new concept that focuses on quick-hit information, time-efficient networking and the methodical pursuit of a mentor. Rather than meeting a potential future spouse, participants meet future potential mentors and protégées, allies and sources of information to help participants make the most of their career. Speed Mentoring is becoming increasingly more popular in the Federal government in support of the agencies Succession Planning and Employee Career Progression plans. Speed Mentoring provides networking opportunities for mentors and mentees to interact and exchange successful testimonies!

Presenter (s): Ms. Jacqueline Padron, Diversity and Inclusion Program Manager, U.S.
Department of Agriculture

Mentors: All Presenter (s)s and Coaches