



2020 Virtual Federal Training Institute Partnership A Month of Development Training

Tuesday, August 18, 2020

Workshop # 1

11:30 AM to 1:00 PM

Welcome

Building a Culture of Belonging: How to Ignite Inclusion One Conversation at a Time

As the nation undergoes dramatic demographic change, leaders still struggle to understand how to reach the goal of increasing inclusion and belonging. So how can we, from any level, facilitate an inclusive workplace culture that allows employees to thrive? How do we create our way into transformative inclusion and belonging? A study reflected that 94 percent of people have worked with someone toxic during their careers. It is estimated that toxic workplaces cost \$23.8 billion annually. In a fresh and entertaining style, Mr. Aviles will share transformational principles that will equip leaders to implement strategies to transform toxic leadership into inclusive leadership.

This session will identify specific steps and actions you can take to create a workplace culture with psychological safety. You will learn the steps that can help you facilitate the right workplace interventions to drive engagement, increase performance and create a culture of belonging. Through captivating stories and thought-provoking exercises, this session will provide you with the tools needed to facilitate the right workplace interventions to increase employee engagement and performance amid chaos.

Speaker: Miguel J. Avilés-Pérez, Chief of the Office of Diversity and Inclusion, U.S. Coast Guard

Workshop # 2

1:30 PM to 2:45 PM

Benefits of Mentoring and Building Coalitions

This session will provide participants with an understanding of the Benefits of Mentoring; to include the benefits to the Mentee, Mentors, and Federal Agencies. It will provide an understanding of the organizational strategic intent behind sponsoring Mentoring programs and most importantly help participants understand the strategic value of being mentored throughout their career regardless of Civil Service Grade Level. This session will also provide an understanding of the importance of building coalitions and overview of strategies to assist with building coalitions internally, with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Speaker: Kenneth M. Bailey, Director, Office of Inclusion and Civil Rights, National Oceanic & Atmospheric Administration

Thursday, August 20, 2020

Workshop # 3

11:30 AM to 12:45 PM

Guiding Successful and Productive Virtual Teams

The Coronavirus (COVID-19) has impacted close to two million federal employees' work and home environment. Like many around the world, many of us have ditched our daily commute to work from our dining room. Leading teams through this "new normal" has brought challenges on the way we engage and motivate our teams. Through this interactive workshop we will share tools that leaders can use to guide successful and productive virtual teams.

Speaker: Dr. Jimmy Ortiz, President Emeritus, Prospanica DC

Workshop # 4

1:30 PM to 2:45 PM

Reposition that Mirror- How to Envision and Reflect the Habits, Behaviors, and Systems of a Rising Leader

Have you ever been in a situation where you glance in the mirror and start to think that things look a little off? You mind might even wonder and you start to think of immediate changes you want to make only to realize that it wasn't you who was off but your reflection in that mirror was inaccurate because you weren't seeing yourself in the best light.

This workshop will help you reposition your leadership mirror so that you can see and then reflect the right habits, behaviors, and systems of execution that are part of the glow of a rising leader.

In the workshop you will learn:

- How your self-identity influences your leadership capacity
- How to identify and practice “positive mirror self-talk” to increase your own leadership profile
- Two actions and three habits that will influence your belief system and daily leadership practices
- Learn how to reclaim your leadership identify and create and deploy your own leadership repositioned road map

Speaker: Jeffrey Vargas, President, Generationology LLC

Tuesday, August 25, 2020

Workshop # 5

11:30 AM to 12:45 PM

Want High Performing Organizations? Try a Little Kindness

Kindness opens the door to a workplace of trust and teamwork. It’s positive impact on self and others is well-established, allowing for greater contributions in an impersonal world often marked by cynicism and doubt. This session focuses on establishing an understanding of the concepts of kindness and compassion and how one can harness their intellectual and emotional skills to find happiness and create relationships marked by empathy and caring. The result is better organizational performance.

Speaker: Patrick Malone, Director of Key Executive Leadership Program, American University

Workshop # 6

1:30 PM to 2:45 PM

Strengths vs Competencies

What is a Strength? How does it differ from Competencies and why does it matter? Participants will be asked to take an on-line Strengths test from Gallup (fee \$19) to assess their top five strengths prior to class. They will get opportunities to understand values and behaviors that are important to them and how that relates to teamwork. They will understand the difference between Strengths and Competencies and why each is important in planning their career path.

Speaker: Brenda DePuy, President, DePuy HR Associates

Thursday, August 27, 2020

Workshop # 7

11:30 AM to 12:45 PM

Leading to Engage

The lack of employee engagement is a billion-dollar problem worldwide that results in lost productivity and employee turnover. We know that one of the main drivers of an employee's participation in an organization is its manager. It is easy to point the finger at our employees, but in many cases, we are not the leaders we need to be to earn their respect. In this workshop, we will look at identifying some strategies to improve supervisor and managerial ability to engage employees, as well as creating a clear plan to improve engagement.

Speaker: Duanna Petrus, Chief Executive Officer, Entrust Strategic Solutions, LLC.

Workshop # 8

1:30 PM to 2:45 PM

Communication Skills Needed for Effective Feedback

Receiving informal and formal feedback is amazing, it can be structured to provide effective and lasting impacts on your work. This session will help participants learn why the way we deliver feedback is important, how to deliver a message so that people can accept it, and how to accept offered feedback in return.

Speaker: Cynthia (Cin-dee) Dunn, Director
Internal Revenue Service, Tax Exempt & Government
Entities, Office of Equity, diversity and Inclusion

Tuesday, September 1, 2020

Workshop # 9

11:30 AM to 12:45 PM

Communicating for Engagement and Purpose

In this world of constant change and evolving diversity, effective communication is a crucial competence for leaders and employees. Communication is the key to an individual's success and failure, making or breaking business relationships and building coalitions. Poor communication reduces productivity, morale, and trust. In this interactive workshop participants, will learn and develop effective strategies for communicating verbally and non-verbally. This workshop will enable participants to gain lasting insights into how to gain mastery over their communication behavior. Using short assessments and group learning activities, participants will learn

the approaches for communication, the importance of proxemics, active-listening, barriers to communication, irritating word habits, questioning techniques, perceptual impact on communication and feedback techniques. Most importantly, participants will learn how a slight modification in their communication style can improve their workplace relationships and visibility. Whether an up and coming leader or a future leader, you will find this workshop to be a valued asset to your communication skills.

Speaker: Oliver C. Allen, Jr., Chief Executive Officer
Training & Development Strategies

Workshop # 10

1:30 PM to 2:45 PM

SMORE: Making Data-Driven Recruitment Business Decisions

This workshop showcases the Strategic Marketing, Outreach, and Recruitment Engagement (SMORE) system. Learn about the innovative way DHS transitioned from manual accountability to automated capability in less than one year. Hear how DHS analyzes recruitment, outreach, and marketing data to ensure that recruitment efforts are effective and robust. Understand how PowerBI reports and dashboards provide data visualizations that allows DHS to make data-driven decisions and strengthen micro-targeted recruitment efforts. SMORE allows DHS Human Capital leadership to take an effective and candid look at how effective current recruitment strategies are being executed.

Speaker: LaShawn Dobbins, National Recruitment Advisor
U.S. Department of Homeland Security

Thursday, September 3, 2020

Workshop # 11

11:30 AM to 12:45 PM

Navigating Unwritten Workplace Rules- A Key for Career Success

Ever wonder, “I wish I had known that,” after you did something that seemed to go against the grain or the office’s norms? Accessing and thriving in professional environments can be challenging when some of the organization's “rules” are not explicitly communicated or known. Come learn how to uncover and navigate unwritten rules. Also, how to illuminate unwritten rules for fairness and equity.

Speaker: Tinisha L. Agramonte, Director, Office of Civil Rights
U.S. Department of Commerce

Workshop # 12

1:30 PM to 2:45 PM

Conflict Resolution

Wherever two or more people come together, there is the possibility of conflict. This course will give participants a six-step process that they can use to modify and resolve conflicts of any size. Participants will also learn crucial conflict resolution skills, including dealing with anger and using the Agreement Frame.

Speaker: Migdalia Gonzalez, Senior Training Specialist,
U.S. Department of Housing & Urban Development

Tuesday, September 8, 2020

Workshop # 13

11:30 AM to 12:45 PM

The Well-Rounded Leader: Mastering the Technical, Strategic, and Soft Skills Required to Successfully Lead Others

Good leaders are savvy—great leaders are well-rounded. In this workshop, you will learn about the common traits well-rounded leaders possess, and the importance of Emotional Intelligence to identify skill gaps/areas of growth and cultivate the characteristics that will catapult you to higher levels of authority and performance.

Speaker: Glorimar Maldonado, Diversity Program Manager
U.S. Patent & Trademark Office

Workshop # 14

1:30 PM to 2:45 PM

Building Coalitions

This workshop will explore the Executive Core Qualification (ECQ) Number Five, Building Coalitions, and address the inherent competencies to include Partnering, Political Savvy, Influencing and Negotiating, Oral Communication, Interpersonal Skills, and Public Service Motivation. This workshop is about preparing professionals to lead collaboratively and expand their perspectives by exploring the dynamics of relationship building and the exercise of personal influence and authority. Finally, this workshop introduces strategies on how to best share resources and decision making. Participants are given the framework, tools and confidence to build coalitions and create change through proactive collaboration.

Speaker: Leslie McClam, Human Resources Officer
U.S. Department of State

Thursday, September 10, 2020

Workshop # 15

11:30 AM to 12:45 PM

Leading Diversity and Inclusion from Where You Are

As a nation, we are facing challenging times. Do you find yourself wondering what you can do to advance diversity and inclusion? How you can help foster environments where a variety of different voices are encouraged and heard to enhance the workplace and produce better products and services for the American people? Leading in an inclusive way is more important than ever, and that means trying to understand those around us, being a courageous and proactive ally to our colleagues, and ensuring we have a diversity of voices and leaders at the table providing input and creating solutions. This session covers building your business case for D&I and the roles we can each play in promoting, leading, and advocating for D&I in the workplace.

Speaker: Allison Wise, Diversity and Inclusion Program Director,
Center for Outreach, Diversity, and Inclusion
U.S. Office of Personnel Management (OPM)

Jacqueline Padrón, Diversity Program Manager, Center for
Outreach, Diversity, and Inclusion, OPM

Natalie Veeney, Diversity Program Manager, Center for
Outreach, Diversity, and Inclusion, OPM

Workshop # 16

1:30 PM to 2:45 PM

Leveraging the Power of Intentional Inclusion

This course creates an opportunity of self-discovery into your individual perspectives and highlights their effects on our behaviors. Take a journey into the systems within the brain, review biases in the workplace, and learn how to be intentional with our actions to be inclusive.

Speaker: Manuel “Manny” Ramirez, Diversity and Inclusion Trainer,
U.S. Department of Homeland Security

Tuesday, September 15, 2020

Workshop # 17

11:30 AM to 12:45 PM

Emotional Intelligence

Emotional Intelligence is defined as a set of competencies demonstrating the ability one has to recognize his or her behaviors, moods, and impulses, and to manage them best according to the situation. This course will give you the tools you need to be emotionally intelligent in your workplace. An employee with high emotional intelligence can manage his or her own impulses, communicate with others effectively, manage change well, solve problems, and use humor to build rapport in tense situations. These employees also have empathy, remain optimistic even in the face of adversity, and are gifted at educating and persuading in a sales situation and resolving customer complaints in a customer service role.

Speaker: Migdalia Gonzalez, Senior Training Specialist
U.S. Housing & Urban Development

Workshop # 18

1:30 PM to 2:45 PM

Ethics and Leadership in the time of the Coronavirus: Strategies to Avoid Ethical Missteps when Leading a Remote Tele-Workforce during COVID-19

The workshop will provide Ethics training for leaders and aspiring leaders to quickly adapt to the conditions imposed by the pandemic. The novel coronavirus (COVID-19) presents Federal leaders with a unique challenge due to changing situations across the country. Federal leaders, and aspiring leaders, who are moving fast to rapidly implement government actions need to be especially careful to avoid ethical mistakes that can undermine public trust and confidence. For managers, this becomes especially challenging when leading a workforce where some employees may be back in the office while others are working remotely. The stakes are even higher considering that there may be Congressional oversight and GAO or OIG investigations of your agency's actions.

This workshop will provide attendees with the tips, strategies, and tools that you can put to immediate use to proactively educate yourself and your staffs to prevent conflicts of interest and other ethical missteps to maintain public trust in your own and your agency's actions. During this workshop you will

be provided with long-distance free electronic resources that you and your staff can use to better understand Federal Ethics rules and the rules governing political activities (the Hatch Act) during a national election year.

Speaker: Stuart Bender, Director, Office of Ethics, U.S. Department of Agriculture

Thursday, September 17, 2020

Workshop # 19

11:30 AM to 12:45 PM

The Art of Inclusive Leadership: Leveraging Your Role to Develop and Sustain an Empowered and Diverse Workforce

The most effective and successful leaders leave a legacy through people, not processes. They know the value and importance of developing and sustaining an empowered workforce that welcomes differences in thought, backgrounds, perspectives, education and experience levels, and more. In fact, they know that inclusivity is the key to getting things done. So how inclusive are you? Learn how to reframe your thinking to better influence others and leave your mark on the world.

Speaker: Glorimar Maldonado, Diversity Program Manager,
U.S. Patent & Trademark Office

Workshop # 20

1:30 PM to 2:45 PM

Leading Change During Challenging Times

Workshop Objective: The World has gone through a major shift and so have we. This workshop is designed for you to gain insights on how you can create change through understanding the human response to change, and empowerment model and using your courageous leadership.

Leadership is a call to action. The world has gone through a major shift and so have we. This workshop is designed for you to gain insights on how you can create change through understanding the emotional human response to change, and empowerment model and using your courageous leadership.

This workshop is designed to help you gain clarity of mind and empower you to lead with authenticity from the inside out. As leaders, we must check our internal compass to be able to be centered and lead others. Having a clear vision to where you want to lead will help you achieve your goals. Learning to act rather than to react to leadership challenges takes time, knowledge, and a clear vision for the future and a plan of action.

This is a powerful and inspiring self-discovery workshop that will provide you with tools and motivation to be the best leader you can be.

Speaker: Marisa Rivera, President, Mpowerment Works

Tuesday, September 22, 2020

Workshop # 21

11:30 AM to 12:45 PM

Building Your Core: Mental Strengths and Flexibility Exercises for Managing Change

How can you lead change when you can barely manage all the changes the world is throwing your way? Paradoxically, managing change requires resiliency and flexibility. Simultaneously, the need to constantly scan your external environment for more changes can be exhausting. So, is it surprising that nearly half of leaders and high-value employees are not resilient? Further, structural and learned rigidity undermine the flexible thinking leaders need. This workshop provides specific strategies and exercises for building the competencies: flexibility, resiliency and external awareness. These competencies form the managing change core that must be developed before attempting to lead new change. In a time of constant and dramatic change, a little core work might be just what you need.

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

Workshop # 22

1:30 PM to 2:45 PM

Leadership Secrets

The Federal Reserve Board is an independent federal agency with a unique mission and culture. This workshop describes the inner workings of the Board and demonstrates the types of leadership competencies required to be successful there. Two seasoned executives with a broad range of federal experience explore essential leadership skills needed to navigate agency cultures and be successful in the federal government. The presenters will draw on their experiences to illustrate skills such as executive presence, negotiating ability, political savvy, and strategic thinking in a case study approach. The cases will be interactive and involve participants in understanding the complexities of leading process, culture, and technological change. In addition, participants should be prepared to provide perspectives on their own experiences and challenge preconceived notions related to leading change, achieving mission goals in times of stress, and influencing policy decisions. Focus areas will include the mission of the Federal Reserve Board, public engagement, and leveraging the special relationship the Board maintains with the Federal Reserve Banks. In addition, the session will explore some aspects of leadership in other government agencies unrelated to the Federal Reserve.

Speaker: Ricardo Aguilera, Chief Financial Officer, Federal Reserve
Anna Alvarez-Boyd, Senior Associate Director, Federal Reserve

Thursday, September 24, 2020

Workshop # 23

11:30 AM to 12:45 PM

Creating Your Personal Brand

First impressions are everything!

Individuals who attend this workshop will be able to understand how first impressions are formed and based on what we see and create in our minds. By understanding the process of first impressions, individuals will be able to make those impressions work for them instead of against them. Attendees will leave the workshop with the knowledge of how to create their own personal brand.

Speaker: Cynthia (Cin-dee) Dunn, Director
Internal Revenue Service, Tax Exempt & Government
Entities, Office of Equity, diversity and Inclusion

Workshop # 24

1:30 PM to 3:30 PM

Executive Core Qualification (ECQ) Statement Writing on Leading Change and/or Leading People

This workshop is open to all FTIP attendees but highly recommended for GS 13-GS 15 or equivalent. It will require advanced preparation. Participants must read OPM's Guide To Senior Executive Service Qualifications at https://www.opm.gov/policy-data-oversight/senior-executive-service/reference-materials/guidetosquals_2010.pdf

Participants will be required to prepare a 1-page typed (12 font) ECQ statement in the Challenge-Context-Action-Result (CCAR) model on Leading Change or Leading People. The CCAR model should be your friend. Not only is CCAR required for the writing of Executive Core Qualifications (ECQ), it is also useful for interviewing. Using CCAR allows you to tell your story in an interesting and compelling way.

The workshop will cover ECQ writing and focus and include guidance on how to critique your ECQ statement using a checklist.

Speaker: Brenda DePuy, President, DePuy HR Associates

Tuesday, September 29, 2020

Workshop # 25

11:30 AM to 12:45 PM

The Power of Pivot

Are you experiencing a redefinition of some of the most important components of your life – are there changes afoot in both your work and family life? If there are things happening, know that you are not alone; “new normals” are arising and some individuals are flowing with the changes that are taking place and others are struggling to move from what was, into a state of what will be.

This workshop will help you and those you work alongside understand the importance of identifying, owning, and executing your own personal and work life pivots. This workshop will help you understand what it means to proactively pivot and how to allow yourself to pivot courageously with courage and grace. This workshop will also discuss how to prepare to maneuver the many life pivots that you are faced with without being crushed in a pivot's invisible gears. And in this workshop, you will discuss and practice specific tactics for preserving peace of mind as you undergo moments of significant change.

Upon completion of this workshop you will:

- Know and understand what a pivot is, and when to execute and own your pivot moment.
- Identify and practice the habits of effective pivoting.
- Understand how to practice self-care and wellness during and after a pivot
- Understand and practice the four steps to an effective pivot.

Speaker: Jeffrey Vargas, President, Generationology LLC

Workshop # 26

1:30 PM to 2:45 PM

Wonder Whether You Should Become a Senior Executive?

If so, it might be helpful for you to hear from seasoned leaders. They will share information on the different roles and actions they took to get there. Learn what it would offer and demand of you.

Moderator: Jeffrey Vargas, President, Generationology LLC

Panelists: Sean Clayton, Acting Director, NOAA
Sonya Holt, Deputy Associate Director, CIA
Lorena McElwain, Assistant Deputy Secretary, DoED
Yvette Peña, VP for Latino Audience Strategies, AARP
Cyrus Salazar, Chief Diversity Officer, DoD
Felicitia Sola Carter, Felícita Solá-Carter Consulting