



League of United Latin American Citizens
2021 Virtual Federal Training Institute Partnership
Senior Executive Service & Leadership Development Training

Tuesday, July 27, 2021

Week 1

11:30 a.m. - 1:00 p.m. EST Opening Ceremony

Welcome Remarks:

Sara E. Clemente, LULAC Director of Federal Affairs
Sindy Benavides, CEO, LULAC

Leadership Panel: The Right Leadership is Synonymous to Success

Moderator: Miguel Joey Aviles, D&I Keynote Speaker, Consultant & Coach - MJA International Solutions, Former Chief of Diversity & Inclusion.

Panelists:

Honorable Mari Carmen Aponte, Ambassador of the United States of America to El Salvador from 2010 to 2015 (invited)

Tinisha Agramonte, Chief Diversity Officer, Motorola Solutions

John Cortinas, Ph.D., Director, Atlantic Oceanographic and Meteorological Laboratory, Oceanic and Atmospheric Research, National Oceanic and Atmospheric Administration, U.S. Department of Commerce

Honorable Nellie Gorbea, Secretary of State of Rhode Island (invited)

Patrick Malone, Ph.D. Director of Key Executive Leadership Program., American University

1:30 p.m. - 3:00 p.m. EST SES-100* - Wanted: A Few Exceptional Leaders
Hosted by The Drug Enforcement Administration

It's a fact. The successful delivery of our nation's Federal Governmental services relies on the replenishing of executive leadership within the normal rotation of our two million staffed federal workforce. Come and learn first-hand about the service from current and former senior executives, the required qualifications, and how to prepare to be competitive for selection. Get a sense of the challenges in becoming a one-of-a-kind applicant. This is also a blueprint for your advancement in federal service. Come and ask your "burning" questions from faculty who serve or have served in the Senior Executive Service. *

Speakers: Joseph Mancias, Jr., Former Senior Management Counsel to the Director, U.S. Citizenship and Immigration Services, Department of Homeland Security
Lorena McElwain, Equal Employment Opportunity Officer, Drug Enforcement Administration
Felícita Solá-Carter, Executive Coach, Former Assistant Deputy Commissioner for Human Resources, Social Security Administration

Executive Core Qualification (ECQ): Leading People

*Note: This is the first of 3 sessions in the Senior Executive Service track (SES100-102) with an overview of the Senior Executive Service for all interested in learning about the Service. This track is open to all attendees. However, it is highly recommended for GS 13-15 level employees and/or those corporate employees who may be interested in a leadership position or joining the Senior Executive ranks.

11:30 a.m. - 1:00 p.m. EST **SES 101 - It's NOT A Mystery! - There's a Blueprint**

Hosted by The Drug Enforcement Administration

Interested in becoming a Senior Executive Service 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, 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.

Speakers: Joseph Mancias, Jr., Former Senior Management Counsel to the Director, U.S. Citizenship and Immigration Services, Department of Homeland Security
Lorena McElwain, Equal Employment Opportunity Officer, Drug Enforcement Administration
Felícita Solá-Carter, Executive Coach, Former Assistant Deputy Commissioner for Human Resources, Social Security Administration

Executive Core Qualification (ECQ): Leading People

1:30 p.m. - 3:00 p.m. EST **SES 102 - Tell Us Your Story of Accomplishment - In a Paragraph! It's not Easy!**

Hosted by The Drug Enforcement Administration

This session provides you guidance for preparing your application. You will hear from former and current Senior Executives who have served on the Office of Personnel Management's (OPM) SES Qualification Review Board. They will also share what to expect during an interview by senior executives.

You will be asked to share stories about you! Specifically, stories that include what challenges you have undertaken and solved, factual stories about yourself, and stories including why you are ready to be a member of the Senior Executive Service. This session provides a glimpse on the journey your stories may take to eventually be presented to O.P.M.'s Senior Executive Service Quality Review Board of Career Senior Executives for certification. This is the final step for selection once nominated by your department or agency. This session is about tooting your own horn to hear the sweet music.

Speakers: Joseph Mancias, Jr., Former Senior Management Counsel to the Director, U.S. Citizenship and Immigration Services, Department of Homeland Security
Lorena McElwain, EEO Officer, Drug Enforcement Administration
Felícita Solá-Carter, Executive Coach, Former Assistant Deputy Commissioner for Human Resources, Social Security Administration

Executive Core Qualification (ECQ): Leading People

11:30 a.m. - 1:00 p.m. EST **Managing and Mediating Workplace Conflict**

Hosted by The U.S. Department of Education

Conflict is a natural and inevitable part of human interaction, especially in the workplace where workers are socialized to practice emotional restraint. Perceived scarce resources and mismatched goals among other factors can engender misunderstanding, disagreement, estrangement, and eventually expressed conflicts. For an organization and its employees to function optimally, measures to recognize early signs of contention and conflict can be extremely useful. In case of implicit or explicit conflict, it is imperative for peers and supervisors to manage and mediate conflict before matters get out of control and human resource gets involved. This presentation will identify types of conflict, discuss the factors that lead to it, and introduce attendees to workplace conflict grid. Apart from defining conflict communication styles and presenting cultural, ethnic, and gendered nuances of conflict, it will offer constructive conflict management skills and strategies to mediate conflict among employees and colleagues.

Speaker: Pratibha Kumar, Ph.D.
Diversity Consultant, Sungh Consultancy LLC
Associate Professor of Communication
Mount St. Mary's University

Executive Core Qualification (ECQ): Leading People

1:30 p.m. - 3:00 p.m. EST **Building Resilience – Grit**

Hosted by The General Services Administration Agency

In these times we can see how some individual leaders thrive while others merely survive. How do we build resilience to both survive and thrive during difficult times? Looking at research and tools to help us so we can lead others.

Speaker: Brenda DePuy, President, DePuy HR Associates

Executive Core Qualification (ECQ): Leading Change, Leading People, Results Driven, Business Acumen, Building Coalitions

11:30 a.m. - 1:00 p.m. EST Five Ethical Strategies Leaders and Managers Must Take to Safeguard Your Career

Hosted by The U.S. Department of Justice, Office of Justice Programs

Federal leaders, and aspiring leaders, who are moving fast to rapidly implement important government actions need to be especially careful to avoid preventable ethical mistakes that can undermine public trust and confidence. The stakes are even higher considering that an ethical mistake by you or your staff can result in increased Congressional oversight and Government Accountability Office or Office of Inspector General investigations of your own and your co-workers' actions. This workshop will provide attendees with five effective strategies they can put to immediate use to proactively educate themselves and their staff to prevent conflicts of interest and avoid other ethical missteps so they can accomplish your mission and maintain the public's trust. During this workshop attendees will be provided with access to free long-distance electronic resources that they can immediately share with their staff to better understand Federal Ethics rules.

Speaker: Stuart Bender, Director, United States Department of Agriculture, Office of Ethics

Executive Core Qualification (ECQ): Leading Change, Leading People, Results Driven, Business Acumen, Building Coalitions

1:30 p.m. - 3:00 p.m. EST Using Emotional Intelligence as a Core Diversity, Equity & Inclusion Leadership Strategy

Hosted by The U.S. Department of Justice, Office of Justice Programs

Today, embracing and incorporating diversity into the workplace and in our life, is not an optional, but imperative. Leadership and Diversity must go hand in hand if we want to succeed and be at the cutting edge of innovation and competition. Effective leadership and the management of diversity in the workplaces are key to successful operations and productivity. Diversity and Inclusion drive growth, it increases innovation, increases employee engagement and in return it increases performance. Self-awareness and empathy are also core to Leadership and Diversity. Learn how to use emotional Intelligence as a key skill of leading diversity, equity and Inclusion. This workshop is designed to serve the needs of professionals and executives eager to better build and sustain diversity among their workforce and a culture of inclusion in order to increase effective communication and collaboration. Come join us for a dynamic presentation about the need for courageous leadership and Diversity and Inclusion in the workplace.

Speaker: Marisa Rivera, President, Mpowerment Works

11:30 a.m. - 1:00 p.m. EST **Love and Laughter - Not A Fad, A Leadership Imperative**

Hosted by The U.S. Department of Treasury

There is certainly no shortage of leadership models and matrices on the learning landscape. But the untold truth is it matters not if we are conversant in such approaches. Nor is it relevant whether we have read or if we are intellectually knowledgeable on all of the breakthrough “new” theories. What matters most as leaders is that we start with the human side. This session will explore the powerful impact of love and laughter in creating a mission-focused, accountable, and successful work environment. Attendees will hone practical skills for tapping into something already at the root of all human beings, the capacity to love and laugh – the bridge to true connection.

Speakers: Patrick Malone Ph.D., Director of Key Executive Leadership Program., American University

Zina B. Sutch Ph.D., Assistant Administrator for the Office of Diversity, Inclusion, and Civil Rights, U.S. Small Business Administration.

Executive Core Qualification (ECQ): Leading Change, Leading People, Results Driven, Business Acumen, Building Coalitions

1:30 p.m. - 3:00 p.m. EST **Refine Your Resume & Navigate Through USAJobs**

Hosted by The U.S. Department of Treasury

Have you applied for several positions and can't get that interview? When was the last time you updated your resume? It may be time to Refine Your Resume - This workshop will take you through the application process and teach you how to review vacancy announcements properly. Then we will Navigate through USAJOBS teaching you how to update the resume builder, manage your account, submit applications, and download documents. This workshop is highly recommended for employees in entry level and mid-level positions.

Speakers: Charmaine McDaniel, Diversity & Inclusion Program. Manager, U.S. Department of Treasury

Towana Gooch, Equal Employment Opportunity Program. Manager, Drug Enforcement Administration

Executive Core Qualification (ECQ): Leading People, Results Driven, Building Coalitions

Wednesday, August 11, 2021

The U.S. Equal Employment Opportunity Commission Forum

11:30 a.m. - 1:00 p.m. EST The U.S. Equal Employment Opportunity Commission Federal Sector Update

Hosted by The U.S. Equal Employment Opportunity Commission

What's New in the Federal Sector? This interactive discussion will focus on EEOC's recent activities affecting the federal sector. Come prepared with questions and expect to leave this session with a greater practical knowledge of how these changes and plans may affect your agency, clients, and day-to-day workplace responsibilities.

Speaker: Virginia Andreu, Assistant Director, Special Operations Division, Office of Federal Operations. Equal Employment Opportunity Commission

1:30 p.m. - 3:00 p.m. EST How to Develop an Adequate Report of Investigation

Hosted by The U.S. Equal Employment Opportunity Commission

The U.S. Equal Employment Opportunity Commission regulations require federal agencies investigating Equal Employment Opportunity complaints to develop an impartial and appropriate factual record that will allow the fact finder to make findings and draw conclusions as to whether discrimination occurred. This workshop will provide guidance and promising practices on how to conduct a thorough investigation, gather relevant evidence and develop an adequate report of investigation.

Speaker: Virginia Andreu, Assistant Director, Special Operations Division, Office of Federal Operations

11:30 a.m. - 1:00 p.m. EST **Maximizing Your Potential**

Hosted by The U.S. Department of Justice, Office of Justice Programs

Learn how to be more effective, acquired improved interpersonal and leadership skills, and increased productivity and morale, both personally and professionally.

Utilize seven master keys to Maximize Your Potential. Learn how to integrate these practices into your daily life and how to set and achieve goals.

- Purpose
- Relationships
- Self-Image
- Fortitude
- Self-Discipline
- Life Plan

Speaker: Milton Hunt, Owner, Leadership Consultant, MH

ECQ: Leading Change, Leading People, and Results Driven

1:30 p.m. - 3:00 p.m. EST **Mentorship: The Art and Science**

Hosted by The U.S. Department of Justice, Office of Justice Programs

Successful leadership journeys begin with successful mentoring relationships. Understand the why, what, and how to engage as a mentor and with a mentor.

Speaker: Felícita Solá-Carter, Executive Coach, Former Assistant Deputy Commissioner for Human Resources, Social Security Administration

ECQ: Leading People, Leading Change, Building Coalitions, Results Driven, Business Acumen

11:30 a.m. - 1:00 p.m. EST **Building and Developing Successful Virtual Teams**

Hosted by The National Oceanic Atmospheric Administration

Coronavirus (COVID-19) continues to impact close to two million federal employees. This pandemic has made it challenging for leaders to provide team members opportunities to learn and build team dynamics. Through this interactive workshop we will share tools that today's leaders can use to facilitate collaboration and provide opportunities for individuals to develop their abilities, which not only contribute to their growth, but contributes to the organization's success.

Speakers: Jimmy Ortiz Ph.D., President Emeritus, Prospanica

Sandra Rivera, Environmental Protection Specialist, U.S. Environmental Protection Agency

ECQ: Leading People

1:30 p.m. - 3:00 p.m. EST **Building Up Your Business Acumen**

Hosted by The National Oceanic Atmospheric Administration

Business acumen is a critical leadership skill, allowing you to make informed decisions that give you a competitive advantage (Crestcom, 2017). According to Crestcom (2017), business acumen is the understanding of how the business operates, makes money, and grows profitably. Business acumen helps you to understand how your role and your department fits into the big picture and how it contributes to the success and profitability of the organization.

Crestcom (2017) indicated that every business and organization's ability to grow profitably is affected by the four key elements of business acumen: (1) organizational drivers, (2) organizational performance, (3) external factors, and (4) future trends (Crestcom, 2017)

Attendees will have a better understanding on how:

- 1- Each position influences helps focus in your thinking on the key drivers that may affect your organization's ability to create value, grow, and remain competitive.
- 2- Financial health of the department's budget and individual financial goals within the organization depends on your team.
- 3- External factors that happen outside of your organization may affect the organization without your control and future trends.

Speaker/s: Jamie M. Krauk, Director, Program Integration Office, National Oceanic and Atmospheric Administration

Dr. Ana Valentin, Senior Technical and Strategic
Advisor, National Oceanic and Atmospheric
Administration

ECQ: Business Acumen

11:30 a.m. - 1:00 p.m. EST **Transitioning from Manager to Leader**

Hosted by The National Oceanic Atmospheric Administration

This session will address the necessary steps to take to evolve from manager to a leader. Discussion points will include the process of shifting from tactical thinking to becoming a strategic thinker. Participants will learn commonly discussed traits of a good leader as well as the secret traits of a great leader. This session will also provide participants with tools to motivate, influence, build top-performing teams, and learn how to accelerate their individual transition from a manager to a leader and from an average leader to a leader that is superior.

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

ECQ: Leading People

1:30 p.m. - 3:00 p.m. EST **Boosting Morale in a Virtual Workplace**

Hosted by The National Oceanic Atmospheric Administration

This session provides practical suggestions about understanding how to boost office morale in the current virtual environment we are all experiencing. The focus of this presentation will be to discuss the meaning of workplace morale, relate it to working from a home office location, and how this has a direct effect on all of us. We will discuss the benefits and impact that morale has on the workforce and various ways to improve morale while working in a virtual world.

Speaker: Cynthia D. Dunn, Director, Internal Revenue Service, Tax Exempt and Government Entities, Equity, Diversity, and Inclusion

ECQ: Leading People, Team Building, Developing Others

11:30 a.m. - 1:00 p.m. EST **How to Experience the Dance of Opportunity and Effective Leadership**

Hosted by The U.S. Department of Housing and Urban Development

To be an effective leader in today's ever-changing federal workplace you have to become a master of "dance". Great leaders understand that everyone operates with their own unique rhythm, cadence and pace and how they "dance" helps them build coalitions, move projects forward, and meet anticipated and emerging challenges of the day.

This workshop will help you recognize and enhance your leadership "dance moves" in order to expand your leadership strengths and maximize opportunity. The workshop will focus on four main areas:

1. The relationship between the rhythm, pace and cadence of dance and leading others in the workplace?
2. Practice and recognize "your dance style" so that others know how you lead and how you follow.
3. Modify your "dance style" to improve how you collaborate with others.
4. Learn a "new dance" to increase your partnership with others

Speaker/s: Migdalia Gonzalez, Supervisory Management Analyst,
U.S. Department of Housing and Urban Development

Jeffrey Vargas, President/CEO Generationology LLC

ECQ: Building Coalitions

1:30 p.m. - 3:00 p.m. EST **Leading Change: The Future is in Your Hands**

Hosted by The U.S. Department of Justice, Office of Justice Programs

Today's workforce professionals involved in organizational initiatives know that creating sustainable workplace change is often challenging and complex. Change has been, and always will, be constant. The role of a leader is to identify the uncertainty that surrounds change and create the context for talking about and managing it. How leaders navigate the transitions that result from change has a direct impact on outcomes. Organizational change efforts stall when leadership neglects to focus on the impact change will have on employees. Managing the "people side" of change is often the most challenging and critical component of organizational transformation. Getting people engaged in the change will greatly enhance the likelihood of new structures and approaches being implemented successfully. As a leader, you should be expecting change and more so, prepared for its arrival in a way that will give your organization the competitive edge. Using lecture, case studies, and various

learning activities, this interactive workshop will show participants not only how to survive, but to thrive on ongoing change. Additionally, participants will learn how to collaboratively work with others when implementing change. Supervisors and managers will learn effective strategies and core competencies for change management.

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

ECQ: Leading Change

11:30 a.m. - 1:00 p.m. EST **The Art of Interviewing**

Hosted by The U.S. Department of Justice, Office of Justice Programs

Are you ready to join the labor force? Are you ready for a promotion or a career change? No matter where you are in your career, if you are pursuing your first or next professional opportunity, don't miss this workshop! Let's reflect on your personal mission, values, technical skills and accomplishments to craft memorable interview responses. Whether you are interviewing for an internship or a senior executive position, be prepared to leave a lasting impression and stand out from the competition by communicating performance and impact in a variety of interview settings! In this workshop you will:

- Learn how to leave a lasting impression in traditional and behavior event interviews for career, executive, and political appointments.
- Craft interview responses that highlight your personal mission and values.
- Communicate your accomplishments in a way that conveys technical credibility, accountability, performance and impact.

Speaker: Lorena McElwain, Equal Employment Opportunity Officer, U.S. Drug Enforcement Administration

ECQ: Results Driven

1:30 p.m. - 3:00 p.m. EST **How to Become a Next-Level Listener and Communicator**

Hosted by The U.S. Department of Justice, Office of Justice Programs

Today's world is filled with a multiplicity of distractions. Research tells us that people are spending more time alone, and online than they have any other point in history. Communication has been reduced to simple sound bites and abbreviations – in short, we live in a challenging time where many individuals have lost, are losing, or who have never truly honed the necessary skills of a Next Level Listener/a Next Level Communicator. This workshop will provide participants with the skills, strategies, and tools that they need to enhance and expand their listening skills and broaden how they communicate with different audiences. Specifically, this workshop will help participants:

- Understand the importance of listening with their head and their heart and how they can develop greater people-centered listening skills that will help to power effective employee engagement.
- Identify the four levels of listening in government
- Learn how to listen and communicate with greater empathy
- Learn how to be a fully present listener and fully engaged communicator

- Learn how to effectively communicate verbally and non-verbally with peers, near peers and senior leadership
- Learn how to “trade places” as a communicator and listen from the vantage point of others.
- Learn how to identify and address their own communication tone
- Learn how to communicate through open-ended questions
- Learn how to communicate gratitude and appreciation of others.

Speaker: Jeffrey Vargas, President and Chief Executive Officer,
Generationology LLC

ECQ: Leading Change

Tuesday, August 31, 2021

Week 6

11:30 a.m. - 1:00 p.m. EST **Creating an Equitable Workplace**

Hosted by The National Transportation Safety Board

A training session to sharpen participant's skills and strategies to address structural racism and advance racially fair organizations. This session uses cognitive-based strategies to encourage participants to better understand the ill effects of racialism and the exclusive systems it produces to the detriment of societal health and organizational performance. Participants will engage in a series of dialogues, exercises, and scenarios that uncover the roots of racialism and how through collective effort to dismantle these systems of exclusion.

Training Components:

- Racial Justice Values & Vision
- Key Concepts: Different Dimensions of Racism / Structural Racism
- Implicit Bias and Systems Analysis
- Opportunities to Advance Racial Justice

Participants will:

- Build a clear understanding of key concepts such as racial equity and structural racism
- Learn to talk about race constructively within their organizations and with their constituents
- Gain tools and practices for counteracting racial bias in their work and practices

Speaker: Dr. J. Bruce Stewart, CEO, Small World Solutions

ECQ: Leading People

1:30 p.m. - 3:00 p.m. EST **Leadership Secrets**

Hosted by The National Transportation Safety Board

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. The workshop will focus on the mission of the Federal Reserve Board, public engagement, and leveraging the special relationship the Board maintains with the Federal Reserve Banks. In addition, this workshop will explore some aspects of leadership in other government agencies unrelated to the Federal Reserve.

Speakers: Ricardo Aguilera, Chief Financial Officer, Federal Reserve Board of Governors
Anna Alvarez, Senior Associate Director, Federal Reserve Board of Governors

ECQ: Leading Change, Leading People, Results Driven, Business Acumen, Building Coalitions

11:00 a.m. - 1:00 p.m. EST **Executive Core Qualification (ECQ) Statement Writing**

Hosted by The National Transportation Safety Board

Executive Core Qualification (ECQ) Statement Writing on Leading Change and/or Leading People *This 2-hour workshop will require Pre-work to get the most out of the session.

Roll up your sleeves and let's get to work!

Pre-Work

1. Participants are asked to read [Executive Core Qualifications \(opm.gov\)](#)
2. Participants will prepare a 1-page typed (12 font) ECQ statement in the CCAR model on Leading Change or Leading People.
3. Participants should use/have their resume or performance accomplishment for inspiration

The workshop will cover executive core qualifications writing and focus and include guidance on how to critique your example using a checklist.

Speaker: Brenda DePuy, President, DePuy HR Associates

ECQ: Leading Change, Leading People, Results Driven, Business Acumen, Building Coalitions

1:30 p.m. - 3:00 p.m. EST **Eliminating Career Barriers for First Generation College Graduates & Professionals**

Hosted by The Federal Training Institute Tigers

America benefits when it has a workforce representative of the diversity in our American society, including socio-economic diversity. Yet, many people from low-income backgrounds who are in the first generation of their family to graduate college and enter into the professional workforce face barriers. To ensure they have equitable access and opportunities, and that we are able to benefit from their talents and perspectives, we must bring awareness and attention to this often-overlooked dimension of diversity and demographic group. We need them in our workforce.

Speaker: Tinisha L. Agramonte, Chief Diversity Officer, Motorola Solutions

ECQ: Leading People

11:30 a.m. - 1:00 p.m. EST The Art of Inclusive Leadership: Leveraging Your Role as a Leader to Develop and Sustain an Empowered and Diverse Workforce

Hosted by The United States Patent and Trademark Office

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 and Trademark Office

ECQ: Leading Change, Leading People, Results Driven, Building Coalition

1:30 p.m. - 3:00 p.m. EST Let's Talk About Disability Awareness

Hosted by The Federal Aviation Administration

People with disabilities represent a significant and largely underrepresented and underutilized resource in federal agencies. They also face many barriers in the workplace including attitudinal barriers. In this course, you will explore the stereotypes, misconceptions, and barriers for people with disabilities. Then, you will learn ways to communicate and work with people with disabilities to create an accessible and diverse workplace for everyone.

Speaker: Michael Looney, National People with Disabilities Program, Manager, Federal Aviation Administration

ECQ: Leading People, Building Coalitions

11:30 a.m. - 1:00 p.m. EST **Your Reputation Precedes You: A Primer for Building Your Personal Brand**

Hosted by The United States Patent and Trademark Office

Do you want to stand out and position yourself for career success? Personal branding is how you package yourself and communicate your unique skills and the value you bring to an organization. Strategically building your brand and taking control of it will effectively position you as an authority in your field and as a person of influence. A strong brand will open myriad opportunities, ultimately resulting in career acceleration.

In this workshop, you will:

- Learn the practical steps you can take to start building and communicating who you are and showcase what you bring to the table both online and offline
- Build an impactful offline presence through a portfolio and positive first impressions
- Build a powerful and impressive online presence
- Develop and practice communicating your 30-second elevator pitch
- Be able to encapsulate who you are and what you bring to the table in a word or phrase
- Create a resume that shines
- Discover how to successfully navigate any interview format

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

ECQ: Building Coalitions, Leading Change

1:30 p.m. - 3:00 p.m. EST **Disaster Preparedness and Resilience Throughout a Pandemic and Beyond**

Hosted by The Federal Emergency Management Agency

Creating a community that is prepared for disaster, especially during and after a pandemic, takes everyone. It calls for every individual, family, business, organization, and all levels of government to work together to build and expand the resilience of our entire nation. The narrative about how communities and a nation prepare for and build our resilience has changed with the pandemic and it will take everyone working together to continue to ensure that we increase our resiliency and ability to prepare for disasters. This workshop will focus on building resilience during a pandemic and expanding our resilience through preparedness beyond the pandemic. We will discuss the concept of whole community approach to preparedness and building local resilience and how everyone in every community needs to be involved. Workshop participants will greatly

benefit from the emergency preparedness resources and other information provided during this workshop. Please join us, so that you can help your community become more disaster resilient.

Speaker: Michael J. Sharon, Deputy Superintendent, Emergency Management Institute, National Preparedness Directorate

ECQ: Leading Change and Leading People

11:30 a.m. - 1:00 p.m. EST Big Rocks, Little Rocks: Getting Results

Hosted by The U.S. Department of Housing and Urban Development

This session will discuss the importance of getting and staying organized. It will provide tips & best practices on how to prioritize and organize your time and calendar. Great leaders know how to identify priorities, schedule accordingly and still take the time to care for themselves. As you progress through your government career ladder, it is extremely important that you learn to prioritize your demands. This does not only pertain to your work life but also to your personal life. As a leader you need to prioritize, learn to say No and when to pause to get back on track. It happens to all of us but to be effective and efficient we need to identify the Big Rocks and the little rocks that demand or undermine our time.

Speaker: Migdalia Gonzalez, Supervisory Management Analyst, Department of Housing and Urban Development

ECQ: Results Driven

1:30 p.m. - 3:00 p.m. EST The Well-Rounded Leader: Mastering the Technical, Strategic and Soft Skills Required to Successfully Lead Others

Hosted by The United States Patent and Trademark Office

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 and Trademark Office

ECQ: Leading Change, Leading People, Results Driven, Building Coalition