

AGENDA

MONDAY, September 14, 2015

- 8:00 – 8:30 AM** **WORKSHOP CHECK IN**
- 8:30 – 8:45 AM** **WELCOME, PROGRAM OVERVIEW, AND ADMINISTRATIVE DETAILS**
Leslye M. Fraser (SES), Environmental Protection Agency
AAFEA National Vice President
- 8:45 – 9:00 AM** **UPDATE ON AAFEA ACTIVITIES**
William A. Brown, Sr. (SES Retired)
AAFEA National President
- 9:00 – 10:00 AM** **OPENING SESSION: BUILDING COALITIONS**
Introduction: Leslye M. Fraser (SES), Environmental Protection Agency
Speaker: Reginald Van Lee, Executive Vice President, Booz Allen Hamilton
- 10:00 – 12:00 PM** **GENERAL SESSION: PANEL DISCUSSION—BUILDING ALLIANCES TO ENHANCE AN AGENCY’S MISSION**
Moderator: Georgia Coffey (SES), Deputy Assistant Secretary for Diversity and Inclusion, Department of Veterans Affairs
Panelists: TBD
Learning Objective: Be able to identify organizations that can have a positive impact on an agency’s mission.
Description: Leaders will discuss initiatives by their agency/organization that enhanced their mission.
Outcome: An awareness of the positive value alliances with various stakeholders can have on an agency’s achieving its goals and objectives.
- 12:00 – 2:00 PM** **LEADERSHIP LUNCHEON—Fellows Graduation**
Speaker: The Honorable Katherine Archuleta, Director of Federal Office of Personnel Management (invited)
- 2:00 – 3:30 PM** **CONCURRENT WORKSHOPS (Choose from 1 of 3 Tracks)**
Note: Track 1 is designated for first-time workshop attendees. Track 2 is designed for returning workshop attendees. Track 3 is designed for SES. Workshop attendees can attend courses in any of the Tracks.

BUILDING COALITIONS

11TH ANNUAL TRAINING WORKSHOP

BETHESDA NORTH MARRIOTT HOTEL & CONFERENCE CENTER, NORTH BETHESDA, MD

SEPTEMBER 14-15, 2015

TRACK 1: PANEL DISCUSSION: MY LIFE AS AN SES

Moderator: William Bostic (SES), Census Bureau

Panelist: Nigel Simon (SES), Environmental Protection Agency

Dale Kelly (SES), US Census Bureau

James McDonald (SES), Environmental Protection Agency

Learning Objective: The impact being a member of the SES has on one's personal and professional life.

Description: The panelists will discuss their roles and responsibilities and how it has affected their lives.

Outcome: Participants will learn how to balance their professional and personal life as an SES.

TRACK 2: MENTORING

Presenter: Dr. Bernice Alston (SES Retired), CEO Royal Consulting & AAFFA Fellows Program Chancellor

Learning Objective: The importance of mentoring to career advancement, and the roles and responsibilities of a mentor and a mentee.

Description: The presenter will discuss the mentoring process, the role and responsibilities of the mentor and the mentee, speed mentoring and conduct a practical exercise

Outcome: Participants will be motivated to enter into a formal mentoring relationship

TRACK 3: POLITICAL SAVVY

Presenter: Leslye M. Fraser, Esq. (SES), Environmental Protection Agency

Learning Objective: Knowledge of how to navigate the political landscape of America to achieve your agency's mission.

Description: The presenter will discuss the importance of learning and understanding your agency's internal and external drivers in order to be an effective leader.

Outcome: Participants will understand how to recognize and utilize the dynamics of power, organizational culture, and decision making to achieve results.

3:30 – 4:15 PM

OPEN QUESTION & ANSWER FORUM

Responders: Panel of four SES Members

Moderator: William Lewis (SES-retired)

4:15 – 4:30 PM

DAILY WRAP UP

5:00 – 7:00 PM

OPTIONAL PRE-PAID DINNER WITH SES MEMBERS

BUILDING COALITIONS

11TH ANNUAL TRAINING WORKSHOP

BETHESDA NORTH MARRIOTT HOTEL & CONFERENCE CENTER, NORTH BETHESDA, MD

SEPTEMBER 14-15, 2015

TUESDAY, September 15, 2015

08:30 – 9:15 AM

WELCOME AND OVERVIEW

Shireen Dodson (SES), Department of State

OPENING SESSION

Introduction: William A. Brown, Sr. (SES retired), AAFFA President

Speaker: Major General Linda L. Singh, Adjutant General
Maryland Military Department

09:15 – 10:30 AM

CONCURRENT WORKSHOPS (Choose from 1 of 3 tracks)

TRACK 1: PANEL DISCUSSION—TEAM BUILDING

Panelists: Joseph Ward (SES), Department of the Interior
Kevin Cooke (SES), Dept. of Housing and Urban Development
Audrey Farley (SES), Department of Transportation

Learning Objective: To explain the benefits to building a diverse team to achieve an agency's mission

Description: SES will discuss the challenges they have faced in building effective teams

Outcome: An understanding of how important team building is to mission accomplishment

TRACK 2: PREPARING FOR THE EXECUTIVE INTERVIEW

Presenter: TBD

Learning Objective: How to interview for a position and what to expect

Description: The presenter will explain the purpose of the interview, what to expect, and how to respond and conduct a mock interview demonstration

Outcome: An awareness of how to prepare for and what to expect in an SES interview

TRACK 3: PARTNERING

Presenter: James Dalton (SES), Army Corps of Engineers

Learning Objective: Learn how to bring various stakeholders together to obtain commitment and reach agreement on a common objective thus avoiding conflict.

Description: The presenter will discuss how through partnerships agency missions and objectives can be enhanced.

Outcome: An understanding of how to partner to increase mission effectiveness.

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SEPTEMBER 14-15, 2015

10:30 - 12:00 PM

CONCURRENT WORKSHOPS (Choose from 1 of 3 tracks)

TRACK 1: OVERVIEW OF THE SES QUALIFICATIONS AND SELECTION

Presenter: Leslye M. Fraser (SES), Environmental Protection Agency
Learning Objective: Understand the SES application and selection process
Description: The presenter will provide information on the entire process from application to selection for an SES position.
Outcome: A clear understanding and knowledge of the SES selection process

TRACK 2: CONFLICT MANAGEMENT

Presenter: Shireen Dodson (SES), Department of State
Learning Objective: Understand how to reduce conflict in a work environment
Description: Through a series of exercises the presenter will explain how to reduce stressful situations at work
Outcome: An appreciation and understanding of how to eliminate/avoid conflicts that inhibit work production

TRACK 3: PUBLIC RELATIONS FOR SENIOR FEDERAL LEADERS

Presenters: Arthur Herbert (SES), Department of Justice
Marvin Richardson (SES), Department of Justice
Learning Objective: How to represent your agency before the public
Description: The presenter will explain how to conduct yourself to the media, the public and how to convey your agency's message
Outcome: An ability to convey messages in a positive manner and an ability to handle an ambush by the press.

12:00 – 1:00 PM

LUNCH

1:00- 2:00 PM

CONCURRENT WORKSHOPS (Choose from 1 of 3 tracks)

TRACKS 1-2: COMMON MISS-STEPS AND HOW TO RECOVER

Presenter: John Robinson (SES), Department of State
Learning Objective: Learn how to rebound from adverse decisions or actions
Description: The presenter will discuss various situations where executives had to take action to recover from bad judgment on their part.
Outcome: An understanding of how and when a leader needs take action to recover from missteps to avoid long term adverse impact on their career or agency.

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TRACK 3: INFLUENCING/NEGOTIATING

Presenter: TBD

Learning Objective: Understand how to persuade others, build consensus through give and take, and gain cooperation from others to obtain information and accomplish goals.

Description: The presenter will discuss techniques for persuading others to support a particular viewpoint, when and how to compromise, and the importance of building consensus for mission accomplishment.

Outcome: An ability to effectively negotiate agreements/positions acceptable to all stakeholders.

2:00 – 4:00 PM

CONCURRENT WORKSHOPS (Choose from 1 of 3 tracks)

TRACK 1: THE VALUE GOVERNMENT SERVICE BRINGS TO THE PRIVATE SECTOR

Presenter: Clarence Crawford, SES (Ret.), Retired Executive Deloitte

Learning Objective: How experience in the federal government is viewed by private industry.

Description: The presenter will draw upon his experience as a SES and as an Executive in private industry to explain the similarities and differences and the benefits of each.

Outcome: An appreciation of government and private sector experience and how each can complement each other.

TRACK 2: UNDERSTANDING AN ORGANIZATIONS CULTURE

Presenter: Joseph Ward (SES), Director National Business Center, Department of the Interior

Learning Objective: Understand how to successfully adapt to an agencies' culture

Description: The presenter will explain the federal culture and how senior leaders reflect that culture.

Outcome: An understanding of how dress, speech, attitude impacts an executives' ability to be successful and how it varies among agencies.

TRACK 3: CREATING PARITY FOR WOMEN IN THE WORKFORCE

Presenter : Representatives from Booz Allen

Learning Objective: Understand road blocks women face in the workforce.

Description: The presenter will discuss the OPM report on Women in the Workforce and its impact on the federal workforce.

Outcome: An understanding of what executives can do to ensure women are fairly considered for promotion.

4:00 – 4:30 PM

WORK SHOP WRAP UP

Moderator: William A. Brown, Sr. (SES ,Retired), AAFEA National President