

Southwest RTP 2009

Courses

Wednesday – March 25, 2009

Registration 0730 – 0830

Workshop #1 0830 – 10:15

1A Business Etiquette ...a Second Look

Presenter: Becca Bowen

A contemporary refresher course in how to project confidence, competence and grace in the workplace.

1B Communications/Public Speaking

Presenter: Lyn Huntley

Learn how to build and strengthen your speaking, and interpersonal communication skills, stay in control of any situation... and manage your responsibilities with tact, pose and polish.

1C Conflict Management – The Blame Game

Presenter: Carmelita Pope-Freeman

The art of conflict management is likely the most critical competency that everyone needs in every aspect of life. Regardless of the environment, there is always the need to manage issues from our past to empower us to lead issues for the future. In between these two processes, there is “**change**” that will always happen. Blame and gender can be viewed as obstacles as we lead our future...however, there are power-principles and daily-steps that provide support no matter what the situation may be.

1D Dealing with Challenging People And Marginal Performers

Presenter: Connie Sitterly

Challenging employees’ and marginal employees’ performance impact results, relationships, and lead to escalating situations. Learning how to recognize signals or symptoms early can enable supervisors to correct, prevent and improve appropriately in the best interest of the organization as well as the performer, supervisor and group. This interactive session facilitates discussion and application of methods, techniques and strategies for positive and proactive results and relationships.

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1E Glass Ceiling and Steel Doors

Presenter: Michael C. Fetzer

Almost everyone says they are for equal opportunity. Think the staff complement where you work is diverse? Think again. Organizations which tout their diversity often have diversity only at the lower levels in the organization with little or no diversity among managerial and executive ranks. This course will help you identify apparently pervasive “unacknowledged” biases before the biases affect employment actions and your organizations.

1F Long-Term Care

Presenter: Beth O’Brien

Long Term Care (LTC) is ongoing care for people who need lengthy or lifelong assistance with daily living due to aging, illness, injury or a severe cognitive impairment such as Alzheimer’s. Because LTC is not covered by traditional medical insurance plans it may be the most expensive type of care you or your parents will ever need. No matter your age, there’s no better time to consider protecting your family and retirement assets with long term care insurance.

1G What’s Gender Got To Do With It? The Power of Women in the Marketplace and Workplace

Presenter: Jeanne McDonald

There are preconceived notions about women in the marketplace and workplace. Many of them are myths. Women are coming of age in what has been a male dominated world. Crossing over into a new rite of passage, women are discovering their true worth, strengths and skills. Women have become a force to be reckoned with.

Workshop #2 10:30 – 12:00

2A Conflict Management – Blame Game

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2B Harassment

Presenter: Meaghan Shepard

Did you know that education and prevention are the most effective and inexpensive ways to deal with the complexities of today's workplace relationships? Preventing harassment is good business for everyone. This course will provide information on recognizing and preventing harassment.

2C Light the Fire of Excellence in Your Team

Presenter: Frank Coy

Ever wondered how some employees can do a good job, support their boss and be team players, under the worst conditions and circumstances, while others "drag on the line", doing only what's required to get by...no matter what the conditions – good or bad?

In today's workforce, neither supervisors nor employees have the luxury of carrying workers who are only in it for themselves. Only committed, responsible team players can ever expect to succeed in today's competitive, changing business environment. And this kind of commitment calls for individual behavior, performance and qualities far beyond the norm. Today's workforce calls for teamwork in its highest form ..."All for one...One for all." This training will cover the dimensions of team building and working as a "high performing" team.

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2E Networking – Know How – Build Social Capital and Make Connections That Count

Presenters: Connie Sitterly, Reta Oliver and Becca Bowen

It's not what you know it's who you know and who knows you. Learn how to activate contacts, make most of memberships and develop a networking plan to transform career. Optimize the network you have and grow the one you need. Boost your networking skills

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in this interactive session to take charge of your own success and make meaningful connections.

2F Retirement – CSRS

Presenter: Mike Ryan

A “Must SEE” Very informative and interactive presentation that gets straight to the point! **(CSRS annuity and Survivor Benefits breakdown, TSP and investing in turbulent times! Risk Management, Insurance, FEGLI, FLTCI, and much more)**

You will learn how to avoid the most costly mistakes made by Federal Employees and take advantage of the simplest and best Solutions! **(Great Handouts and examples for all!)**

All are eligible for a Complimentary Benefit Analysis

Workshop #3 2:00 – 4:00

3A Light the Fire of Excellence in Your Team

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3B Recovering from the 2008 Recession

Presenter: Dexter Thomas

In these tough economic times, many investors have seen their retirement and savings accounts significantly drop in value. This class is designed to show you how to recover from some of the losses you incurred in 2008.

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3C Reshape Your IMAGE, in the 21st Century

Presenter: Ajaye Carter

If gaining empowerment and controlling your career is an objective in your life, you must learn how the "system" works and the "rules of the game." Your career success begins with your work performance, attitude, and ability to build relationships long before any job interview to get to the next level. Your hard work is paying off. You're doing well in your field. But there is something standing between you and the next level of achievement... That something may just be one of your annoying habits. Perhaps one small flaw – a behavior you barely even recognize is the only thing that's keeping you from where you want to be. It may be that the very characteristic that you believe got you where you are... It is impossible to win any game if you do not know the rules. Protect Your Career in the 21st Century by reshaping your IMAGE. This workshop will provide you the "unwritten rules" that sabotages so many career goals and will provide you an understanding of the "Organizational GAME." NEVER STOP GROWING, KNOWLEDGE IS POWER...

3D Retirement – FERS

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3E The Attitude Day Spa – Managing Stress, Building Self-Esteem, and Staying Positive at Work

Presenter: Mae Rowlett

Phone calls, meetings, projects, files, too much to do. Stop! Check in for a day of pampering at “The Attitude Day Spa”. Course will help with better stress management, self-esteem, and techniques for staying positive at work.

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3F “Unstress...and Dress (Easily) For Success!”

Presenter: Becca Bowen

Learn the streamlined system for keeping your wardrobe updated and professional, for maximum daily visual impact!

Thursday – March 26, 2009

Registration 0730 – 0830

Workshop #1 0830 – 10:15

1A ABCs of Success

Presenter: Kenneth Johnson

This session is designed to challenge participants to do a self analysis to determine how their behavior impacts promotion potential.

1B Developing a Leader Within You

Presenter: Dora Trevino

1C FEW Training Workshop

Presenter: Jennifer Mott and Judy Rosco

FEW Chapter Training is an exciting opportunity in a workshop setting, to get the information you need to be an effective member of Federally Employed Women. The workshop will cover the organizational structure and functions at the national, regional and chapter levels.

Leadership has traditionally been defined as getting people to follow your vision. This course will help you develop the essential skills and knowledge you need to become a great Manager or Supervisor.

1D Retirement – CSRS

Presenter: Mike Ryan

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1E Social Security

Presenter: TBA

This workshop will inform participants about the pivotal role Social Security benefits play in supporting women and caregivers.

1F Taking Control of Your Life – Positive Approaches to Managing Emotions

Presenter: Frank Coy

Change and stress are facts of life in the today's fast-paced world. How is it that some people are able to remain steady and productive under high levels of change and stress, feeling motivated and energized, while others feel boxed in, irritable and demotivated, suffering symptoms of stress, burnout and helplessness?

This program will assist each participant to understand the positive and negative aspects of change; the impact of stress on mental, physical and emotional health. Participants will develop effective techniques for reducing or eliminating the negative impact of stress and change on personal and work performance.

1G The Best Defense Against Financial Exploitation

Presenter: Kimberly Khan

How can you guarantee that the money you invest today will be safe for tomorrow? Unfortunately, there aren't any guarantees when it comes to investing your hard earned money. However, this training will give you the steps you can take that will go far to protect your investments. It will also include tips on how to protect oneself from investment fraud, the top scams that relate to securities and information on financial literacy.

Workshop #2 10:30 – 12:00

2A Bankruptcy in Today's Economy: What You Need to Know

Presenter: Jeannette Clack, Sandra Nixon and Lisa Lambert

Whether discussing mortgages, unemployment, or General Motors – bankruptcy is in the news. And the biggest bankruptcy news for 2009 may be changes to the existing

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bankruptcy law. This course will provide an overview of the different types of bankruptcy cases, the obligations of debtors, the effect of a bankruptcy on creditors, and the priorities employees receive when an employer files bankruptcy. The presenters will update attendees on bankruptcy legislation and discuss its ramifications.

2B Developing A Leader Within You

Presenter: Dora Trevino

Leadership has traditionally been defined as getting people to follow your vision. This course will help you develop the essential skills and knowledge you need to become a great Manager or Supervisor.

2C EEO Training for the Federal Sector

Presenter: Evelyn Maiben

Federal employees have EEO rights!!! The phrase “we do discriminate against employees due to their race, national origin, age, etc.” is used frequently by employers. This course explains the process of filing an EEO complaint and what your rights are as a federal employee.

2D Harassment

Presenter: Meaghan Shepard

Did you know that education and prevention are the most effective and inexpensive ways to deal with the complexities of today’s workplace relationships? Preventing harassment is good business for everyone. This course will provide information on recognizing and preventing harassment.

2E Health Body Healthy You

Presenter: Shannon Hills

This workshop will help participants begin to change from weight-consciousness to health-consciousness, while you learn healthy alternatives to enjoying life’s daily pleasures. Featured information will be key messages from the dietary guidelines and how to implement them. Participants will also learn to recapture the joy of being physically active without doing grueling exercise. A third component of the workshop will be a discussion which covers the health benefits of positive self esteem.

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2F Interviewing Skills/Why Would Your Boss Want to Hire You?

Presenter: Terri Swain

Whether you are applying for a new position, going for that long overdue promotion or trying to reinvent yourself (switch careers), your interviewing skills - beginning with your resume to your handshake - the answers to those hard to answer questions and the follow up to the interview, all say something about you. You only have a short amount of time to make that first impression and make it count. If you are tired of getting passed over, not called in for the second interview or are just plain scared to interview because it's not something you've done in a long time, this course is for you!! Learn the dos and don'ts of interviewing and some tips to get your that coveted job!!

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Workshop #3 2:00 – 4:00

3A ABCs of Success

Presenter: Kenneth Johnson

This session is designed to challenge participants to do a self analysis to determine how their behavior impacts promotion potential.

3B Coaching for Success

Presenter: Genni Brown

Learn about the different kinds of coaches, coaching techniques and how coaching can help identify personal or career goals, develop strategies for achievement of goals, build relationships and develop action plans intended to achieve those goals. Coaching is a relatively new phenomenon that is catching on fast because it works! Unlike counseling, therapy or consulting, coaching is action and goal oriented.

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3C Organizing Presentations and Briefings

Presenter: Mae Rowlett

During this session, participants will observe and demonstrate effective methods of organizing office briefings and Presentations.

3D Organizational Skills – Clearing the Clutter

Presenter: Louisa Garcia

One not so wise person once said, “Being messy is a sign of genius.” Not true. The object of the game is to work smarter, not harder. It has been proven time and again that with organization one becomes more focused which leads to improved productivity and less stress. Learn the benefits and tips for being more organized in the workplace and on the homefront.

3E Reshape Your IMAGE, in the 21st Century

Presenter: Ajaye Carter

If gaining empowerment and controlling your career is an objective in your life, you must learn how the "system" works and the "rules of the game." Your career success begins with your work performance, attitude, and ability to build relationships long before any job interview to get to the next level. Your hard work is paying off. You're doing well in your field. But there is something standing between you and the next level of achievement... That something may just be one of your annoying habits. Perhaps one small flaw – a behavior you barely even recognize is the only thing that's keeping you from where you want to be. It may be that the very characteristic that you believe got you where you are... It is impossible to win any game if you do not know the rules. Protect Your Career in the 21st Century by reshaping your IMAGE. This workshop will provide you the "unwritten rules" that sabotages so many career goals and will provide you an understanding of the "Organizational GAME." NEVER STOP GROWING, KNOWLEDGE IS POWER...

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3G Women's Health: Things You Really Need to Know

Presenters: TBA and Brenda Ross

Women's health consists of a broad range of medical and social issues which focus on the diverse needs of women. Research demonstrates major differences in the way male and female physically handle disease and illness. Therefore, empowering women with tools to detect and combat illness can help improve the overall health and well-being of all women. This session will educate participants about issues relevant to women's health such as breast cancer, ovarian cancer, and heart disease with the context of health promotion and disease prevention through lifestyle changes.