

DALLAS FT. WORTH
FEDERAL EXECUTIVE BOARD



2020
LEADERSHIP SERIES

DALLAS FT. WORTH FEDERAL EXECUTIVE BOARD (DFW FEB)

2020 Leadership Series

Your DFW Federal Executive Board (DFW FEB) is hosting a series of trainings focused on addressing the needs of our military and civilian managers, leaders, and supervisors. The DFW FEB 2020 Leadership Series is a unique interagency training opportunity, designed to offer a variety of professional trainings at a significant cost savings and the opportunity to network with supervisors and leaders from other federal agencies across the state.

OBJECTIVE: The objective of the DFW FEB 2020 Leadership Series is to:

- Build on the participant's strengths
- Introduce new ideas on learning and leading
- Improve current skills and abilities in various ways to increase effectiveness
- Provoke critical thinking and decision making
- Improve strategies to increase effective leadership
- Network with other government leaders
- Learn situational leadership
- Learn transformational leadership
- Learn servant leadership

WHO SHOULD ATTEND? All Federal Employees, Managers, Supervisors, and Military and Civilian Leaders.

PRICING FLEXIBILITY & ATTENDANCE: \$300.00 TO \$400.00 Per Person*

The training and pricing schedule affords you and your employees with a wide array of options.

***Note: Participants may be asked to attend a combined class at either a Dallas, Ft. Worth, Irving, or Arlington location if registrations are insufficient to host the class at an individual location.**



Dallas Ft. Worth Federal Executive Board

2020 Training Catalog

Date	Training Course	Location	Cost
February 25, 2020	3 Secrets to Successful Coalitions	Dallas	\$300.00 Per Person
February 26, 2020	3 Secrets to Successful Coalitions	Ft. Worth	\$300.00 Per Person
March 2, 2020	40-Hour Mediation Training	Dallas	\$375.00 Per Person
March 12, 2020	Developing the Leader Within You	Dallas	\$300.00 Per Person
March 18, 2020	Gratitude, Productivity, Personal Accountability	Irving	\$300.00 Per Person
March 19, 2020	Gratitude, Productivity, Personal Accountability	Ft. Worth	\$300.00 Per Person
March 24, 2020	Leading Change – Tools for Successful Transitions	Dallas	\$300.00 Per Person
March 25, 2020	Leading Change – Tools for Successful Transitions	Ft. Worth	\$300.00 Per Person
April 8, 2020	Finding the Win Through the Power of Questions	Dallas	\$300.00 Per Person
April 9, 2020	Finding the Win Through the Power of Questions	Ft. Worth	\$300.00 Per Person
April 15, 2020	Dealing with Difficult People	Arlington	\$300.00 Per Person
April 16, 2020	Dealing with Difficult People	Dallas	\$300.00 Per Person
April 20, 2020	40- Hour Mediation Training	Dallas	\$375.00 Per Person
May 14, 2020	The Leader’s Greatest Return	Dallas	\$300.00 Per Person
May 19, 2020	Overcoming Workplace Negativity	Dallas	\$400.00 Per Person
June 11, 2020	How to Negotiate	Dallas	\$400.00 Per Person

TRAINING COURSE: 3 SECRETS TO SUCCESSFUL COALITIONS

DATE: February 25, 2020 (Dallas) and February 26, 2020 (Ft. Worth), 2020

TIME: 8:30am – 5:00pm

**LOCATION: Dallas – The Meadows 2900 Live Oak St. Dallas, Texas 75204
Ft. Worth- FAA – 10101 Hillwood Parkway, Ft. Worth, Texas 76242**

PRESENTER: Chris Zervas

COST: \$300.00 – Per Session

Overview: This dynamic Leadership Development Series is a proven training program for the next generation of federal leaders. Programmed to enhance the developmental pathway of all employees – including managers, supervisors, and executives – this course addresses Leadership Skills identified within OPM’s five ‘Executive Core Qualifications’ needed for success in government service – Building Coalitions!

Participants will learn:

- Keys to making coalition efforts successful
- How to strategically use big three of coalitions
- How you can personally improve your collaboration
- How to impact your team and personal health
- Twenty Ways to Build Your Team
- How Employee Retention Improves through work-place relationships

TRAINING COURSE: 40-HOUR BASIC MEDIATION COURSE

DATE: March 2, 2020

TIME: 8:30am – 5:00pm

LOCATION: ICE - 3860 Northwest Hwy, Dallas, Texas 75220

PRESENTER: Stephanie Collier

COST: \$375.00

Sponsored by the Dallas-Fort Worth Federal Executive Board and
Federal Mediation & Conciliation Service (FMCS)

Overview: This workshop focuses on the mediation process and skills required to be a successful mediator. Course work includes facilitating difficult conversations, creative problem solving, interpersonal negotiations and communication. The course is highly interactive, with specially designed role-plays reflecting a variety of workplace conflicts and Mediation Skills for the Workplace. It prepares your organization for collaborative problem-solving.

Upon successful completion of this course, participants will receive a verified Mediator Certificate. The course will also include information presented by the DFW Federal Executive Board, explaining the ADR/FEB Mediator Cadre process. This course is limited to federal agency employees. Please register by completing the Federal Executive Board Registration Form.

TRAINING COURSE: DEVELOPING THE LEADER WITHIN YOU

DATE: March 12, 2020

TIME: 8:30am – 5:00pm

LOCATION: TSC - 7701 N. Stemmons Freeway- Dallas, TX 75247 2nd Floor-2B

PRESENTER: Montez Jones

COST: \$300.00

Overview: This dynamic Interactive Leadership Development Workshop is a proven training program for federal leaders. Programmed to enhance the developmental pathway of all employees including managers, supervisors, and executives. This course addresses Leadership Skills identified within OPM's five 'Executive Core Qualifications' needed for success in government service...Leading People!

At the end of the course participants will be able to identify:

- The Price Tag of Leadership
- The Ultimate Test of Leadership
- The Key to Leadership
- How to Change with today's leadership styles
- The Indispensable Qualities of a Leader
- The Foundation of Leadership

TRAINING COURSE: GRATITUDE, PRODUCTIVITY, PERSONAL ACCOUNTABILITY

DATE: March 18th (Irving) and March 19th (FAA), 2020

TIME: 8:30am – 5:00pm

**LOCATION: Irving – DCAA 2250 John Carpenter Freeway 4th Floor Irving, TX75063
FAA – 10101 Hillwood Parkway, Ft. Worth 76242**

PRESENTER: Kevin Stacey

COST: \$300.00 – Per Session

Overview: This is essential training for maintaining balance and perspective in today's fast paced, impatient, "what's next" culture. It's been proven time and time again that the key to living a satisfying life, whether it is your home life or your work life, is to acknowledge the things you are grateful for. Participants will learn how to change what they're looking for, spot and fix negative attitudes before they fester and become contagious, and ways to transform negativity into optimism.

Upon completion of the program, participants will be able to:

- Express gratitude for what you have instead of disappointment over what is perceived to be lacking.
- Get in touch with what they are grateful for and what is going well in their life, and be able to remind themselves and return to it quickly.
- Stop keeping themselves constantly running throughout life and feeling as though things aren't good enough.
- Define in their own terms what it would take to feel a sense of happiness, success, and inner peace.
- Gain a better balance and healthier perspective.
- Get clear on what the big things in life are and what ought to be the small, trivial, things- and expend energy accordingly.
- Counter cognitive distortions with rational thinking
- Increase mindfulness and learn to rest their mind periodically to enhance creativity, concentration, and productivity.
- Mitigate and balance out the brains evolutionary-based negativity bias.

TRAINING COURSE: LEADING CHANGE – TOOLS FOR SUCCESSFUL TRANSITIONS

DATE: March 24th (Dallas) and March 25th (NRC), 2020

TIME: 8:30am – 5:00pm

**LOCATION: ICE – 3860 Northwest Highway, Dallas, Texas 75220
NRC – 1600 E. Lamar Blvd. Arlington, Texas 76011**

PRESENTER: Chris Zervas

COST: \$300.00 – Per Session

Overview: Change is constant! Knowing how to effectively guide your organization through change is critical. Continually assess transition readiness. Applying a transition framework before and during the process help identify bottlenecks, develop remedial action, and provide a holistic view of enabling and hindering factors. How do you effectively lead during times of change? Change influences team members differently. How can you lead them peacefully through that change? Come discover:

- How to increase effectiveness through strategic communication
- Understand how to gain the support, cooperation, and enthusiasm of team members
- What steps need to be taken for change to stick

TRAINING COURSE: Finding the Win Through the Power of Questions

DATE: April 8, 2020th (Dallas) and April 9, 2020 (Ft. Worth) 2020

TIME: 8:30am – 5:00pm

LOCATION: Dallas - TBD

Ft. Worth FAA – 10101 Hillwood Parkway, Ft. Worth, Texas 76242

PRESENTER: Chris Zervas & Dan Langdon

COST: \$300.00 – Per Session

Overview: When it comes to results, communication is key. Clarity provides confidence for both company and client. Experience the power of the ancient art of questioning to ensure focused, strategic effort that produce winning outcomes for every contract. When you use power questions, you magnify your professional and personal influence, create intimate connections with others, and drive to the true heart of the issue every time. Asking the right questions can help you balance, focus, make better decisions, and prioritize more effectively. Asking the right questions will get you the right results. There are lots of reasons why improving your questions can improve your everyday experience in a very practical way and help you to win!

- Asking the right questions leads us to better answers
- Asking the right questions will produce better results
- Asking questions changes your focus
- Direct your self-talk more effectively
- Asking questions creates opportunity
- Questions create “ah-ha” moments for you and your peers
- What are decisions that produce “high quality results?”
- Is everyone clear? - Identifying the key elements to every contract that create healthy, lasting client relationships
- Be YODA and Know When to Lay Down Your Staff

TRAINING COURSE: Dealing with Difficult People

DATE: April 15 (Arlington) and April 16, (Dallas) 2020

TIME: 8:30am – 5:00pm

**LOCATION: Arlington – NRC 1600 E. Lamar Blvd. Arlington, Texas 76011
Dallas – ICE 3860 Northwest Highway, Dallas Texas 75220**

PRESENTER: Chris Zervas & Dan Langdon

COST: \$300.00 Per Session

Overview: Having to interact with difficult people is an inevitable part of life. Unfortunately, staff members can waste much of their time and energy fretting over their colleague's attitudes and behavior. This course offers strategies that participants can immediately implement in order to minimize the negative impact that difficult people can have on workplace success. Upon the conclusion of the course, participants will be able to:

- Steer clear of “psycho-sclerosis”- a hardening of the attitudes which causes you to be inflexible and stubborn with their thinking.
- Appreciate the differences in others, and not frustrate themselves by expecting everyone to be the way you think they should be.
- Separate the person from the problem. What it really means and how to do it.
- Choose carefully which battles are worth fighting by getting clear on what the big things in their life are and what ought to be the small, trivial things.
- Let go of the people, places and things you can't control.
- Make one of the four choices that you can make with difficult people and situations in order to take full responsibility for them. If you're not making one of these then you're not taking responsibility, which is a breeding ground for conflict
- Specific techniques to use in communication with specific types of difficult people.
- The easiest ways to develop rapport with different types of people.
- Determine their main behavioral style and the quickest ways to identify others.

Adjust their approach in accordance to the four main behavior styles: Directors, Socializers, Relaters and Thinkers.

TRAINING COURSE: 40-HOUR BASIC MEDIATION COURSE

DATE: April 20, 2020

TIME: 8:30am – 5:00pm

LOCATION: ICE - 3860 Northwest Hwy, Dallas, Texas 75220

PRESENTER: Stephanie Collier

COST: \$375.00

Sponsored by the Dallas-Fort Worth Federal Executive Board and
Federal Mediation & Conciliation Service (FMCS)

Overview: This workshop focuses on the mediation process and skills required to be a successful mediator. Course work includes facilitating difficult conversations, creative problem solving, interpersonal negotiations and communication. The course is highly interactive, with specially designed role-plays reflecting a variety of workplace conflicts and Mediation Skills for the Workplace. It prepares your organization for collaborative problem-solving.

Upon successful completion of this course, participants will receive a verified Mediator Certificate. The course will also include information presented by the DFW Federal Executive Board, explaining the ADR/FEB Mediator Cadre process. This course is limited to federal agency employees. Please register by completing the Federal Executive Board Registration Form.

TRAINING COURSE: The Leaders Greatest Return

DATE: May 14, 2020

TIME: 8:30am – 5:00pm

LOCATION: DALLAS (TBD)

PRESENTER: Montez Jones

COST: \$300.00

Overview: After leaders have invested in their own leadership growth, what is the best way to accomplish their vision and grow their organizations? Develop leaders! The more leaders an organization has and the better equipped they are to lead, the more successful the organization *and* all of its leaders. Come and

- Recognize potential leaders
- Attract leaders by creating a leadership “table”
- Work themselves out of a job by equipping and empowering leaders
- Position leaders to build a winning team
- Coach leaders to higher levels and make them leadership developers themselves

This is where leaders really experience the compounding value of developing leaders and go to the highest levels of leadership themselves. Anyone who wants to take the next step in their leadership, build their organization or team today, and create their legacy for tomorrow needs should attend The Leader’s Greatest Return.

TRAINING COURSE: Overcoming Workplace Negativity

DATE: May 19 (Dallas) and May 20 (Ft. Worth), 2020

TIME: 8:30am – 5:00pm

**LOCATION: (Dallas) ICE - 3860 Northwest Hwy, Dallas, Texas 75220
(Ft. Worth) TBD**

PRESENTER: Kevin Stacey

COST: \$400.00 Per Session

Overview: Negativity in the workplace and poor morale can easily impede productivity and the bottom line. The course offers real-world, practical advice on dealing with negativity when it creeps into your team, department, or organization, to include: how to spot and fix negative attitudes before they fester and become contagious, methods to help you hold people accountable for their negative behaviors, and ways to transform negativity into optimism.

Upon the conclusion of the course, participants will be able to:

- Choose a course of action to take responsibility for what frustrates them instead of being stuck in an endless cycle of complaining.
- Understand the significance of their own beliefs and realize that they always find the evidence to back up the beliefs they hold, regardless if they are reality.
- Realize that they are responsible for everything in their life.
- Let go of assigning blame and the “victim” mentality.
- Understand that whatever they choose to dwell on in their minds grows in their experience.
- Be more aware of their internal self-talk and shift what they are dwelling on when it is counterproductive.
- Melt their own "mental snowballs."
- Persuade their colleagues to let go of negativity and find a more optimistic and productive path.

TRAINING COURSE: How To Negotiate

DATE: June 11, 2020

TIME: 8:30am – 5:00pm

LOCATION: ICE - 3860 Northwest Hwy, Dallas, Texas 75220

PRESENTER: Stephanie Collier

COST: \$400.00

Sponsored by the Dallas-Fort Worth Federal Executive Board and
Federal Mediation & Conciliation Service (FMCS)

Overview: Develop the negotiation style that's right for you. This interactive workshop focuses on techniques for 21st century contract negotiations. The workshop covers traditional and interest-based negotiations. The workshop will teach participants how to negotiate collective bargaining agreements. Participants will receive an FMCS Certificate of Training upon completion of the course.

Topics Include:

Art and Science of Negotiations

Art of persuasion and communications

Ethics and responding to troubling tactics

Contract costing

NLRB overview

Traditional Negotiations

Roles, rules, stages, tools

Strategies

Interest-Based Negotiations

Interests vs. Positions

Consensus decision making

Steps to make it work



INTERAGENCY TRAINING OPPORTUNITY

Dallas Ft. Worth Federal Executive Board
Leadership Development Training

Name of Training Session(s): _____

Date & Location of Training Session(s): _____

Check Box

February 25, 2020	3 Secrets to Successful Coalitions	Dallas	\$300.00 Per Person	<input type="checkbox"/>
February 26, 2020	3 Secrets to Successful Coalitions	Ft. Worth	\$300.00 Per Person	<input type="checkbox"/>
March 2, 2020	40-Hour Mediation Training	Dallas	\$375.00 Per Person	<input type="checkbox"/>
March 12, 2020	Developing the Leader Within You	Dallas	\$300.00 Per Person	<input type="checkbox"/>
March 19, 2020	Gratitude, Productivity, Personal Accountability	Ft. Worth	\$300.00 Per Person	<input type="checkbox"/>
March 24, 2020	Leading Change – Tools for Successful Transitions	Dallas	\$300.00 Per Person	<input type="checkbox"/>
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April 8, 2020	Finding the Win Through the Power of Questions	Dallas	\$300.00 Per Person	<input type="checkbox"/>
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June 11, 2020	How to Negotiate	Dallas	\$400.00 Per Person	<input type="checkbox"/>

YOU MUST REGISTER USING THIS FORM AND RETURN TO THE FEB OFFICE AS SOON AS POSSIBLE TO SECURE A SEAT. WE WILL INVOICE YOU VIA EMAIL AFTER COMPLETING THIS FORM AND EMAILING TO THE FEB AT THE EMAIL ADDRESS

febtraining@dfwfeb.us

Payment is not immediately required for a seat in the class. This registration form is required. We will invoice for payment after registrations are received or within 5 days of the start of class.

YOUR NAME: _____

AGENCY: _____ ADDRESS: _____

PHONE NUMBER: _____ YOUR EMAIL ADDRESS: _____

NAME TO INVOICE FOR PAYMENT: _____

EMAIL ADDRESS TO INVOICE FOR PAYMENT: _____ **Total Amount to Invoice** \$ _____

WE WILL INVOICE USING THE ABOVE EMAIL ADDRESS AFTER COMPLETING THIS FORM AND RETURNING TO FEB

YOUR COMPLETED/SUBMITTED REGISTRATION FORM CONFIRMS YOUR SEAT

*Note: Participants may be asked to attend a combined class at either Dallas or Ft. Worth if registrations are insufficient to host class at individual locations.

DFW Federal Executive Board Cancellation and Invoice Policy:

Refunds: All DFW FEB sponsored trainings are fully refundable for 2 calendar days (48 hours) after the date of purchase and 3 calendar days before the event.

Refunds for Cancelled Training: If a DFW FEB sponsored training is cancelled and not rescheduled, you will receive a full refund.

Refunds for Rescheduled Events: Refunds will be issued for rescheduled events for 5 calendar days following the announcement of the rescheduled date/time. However, you are permitted to exchange your reservation for another scheduled event and transfer your reservation to another employee at no cost.

Invoicing: You must register using the registration form and return to the FEB office as soon as possible to secure your seat. We will invoice you via email after completing the registration form and to febtraining@dfwfeb.us. Payment is not immediately required to secure your seat. However, this registration form is required. We will invoice for payment after registrations are received or within 5 days of the start of class.

DFW Federal Executive Board Registration and Contact Information:

If you have any questions or concerns regarding the training schedule, please reach out to DFW FEB Executive Director, Kelly Ann Anderson via email at kelly.anderson@gsa.gov or call 214-767-5373.

Please return all registration forms to febtraining@dfwfeb.us

Thank you for the opportunity to partner with you and for your support of the DFW FEB!