

## **Southeast Regional Training Program (RTP) 2012 Course Descriptions**

### 101/201 - Understanding Your Federal Employment Rights

*Presented by Peter Jeffrey, Esq.*

This course will provide an overview of the most important laws and regulations that govern employee relations in the executive branch of the federal government. Specific topics include:

- Suitability Determinations
- Employee Investigations
- U.S. Const. amend. V.
  - Miranda v. Arizona*, 384 US 436 (1966)
  - Garrity v. New Jersey*, 385 U.S. 493 (1967)
  - Kalkines v. United States*, 473 F.2d 1391 (Ct. Cl. 1973)
- Performance-Related Discipline
- Disciplinary and Adverse Actions
- Privacy Act Rights
- Access
- Amendment
- Security Clearance Adjudication

Upon completion of the course, attendees should understand their rights as a federal employee, how to enforce these rights, and how to obtain redress if their rights have been violated.

### 102/302 - FEW Chapter Officer Training/Mentoring

*FEW Officer Training Presented by Becky Fasulo*

This interactive workshop will assist FEW Chapter officers to become better leaders of Federally Employed Women by learning the roles and responsibilities of Chapter officers, committees. This workshop is geared not only for current officers, but for anyone that is interesting in becoming an officer one day.

*Mentoring Presented by Arlena Fitch-Gordon*

This course will highlight the origin of mentoring, definition of mentoring, qualities and characteristics of a mentor, and the importance of mentoring.

### 103 – USA Jobs

*Presented by Anne Carter*

### 104/204 – The Leadership Challenge

*Presented by Dr. Andrew Meyer and Lisa Thompson*

**The Leadership Challenge: Overview of the Five Practices of Exemplary Leadership.** “Leadership development is self-development” and is the first of several principles that shape **The Leadership Challenge**®. In this session, we will cover the basic concepts and principles of this comprehensive approach to developing effective leaders. The Five Practices of Exemplary Leadership include:

- Model the Way
- Inspire a Shared Vision
- Challenge the Process
- Enable Others to Act
- Encourage the Heart

This session will be an interactive and engaging approach to introducing these five practices and provide recommendations of resources for furthering one’s knowledge after course completion.

### 105/205 – Project Management

*Presented by Rachell Cassetta & Marilyn Ede*

### 202 – Interviewing Skills

*Presented by Carol Dawson*

### 203/403 - Retiring With Confidence

*Presented by Pamela Rankin*

This Financial training forum provides a realistic overview of what to expect at retirement. This valuable session teaches you how to incorporate your employee benefits as part of your retirement planning. The training course is designed to make you aware of the necessary steps to take to achieve your financial goals as well as how to avoid financial mistakes. The course includes financial literacy, investment planning strategies, budgeting, understanding and using your employee benefits, and taking steps towards achieving financial independence.

### 301 - Fair Employment Law Survival Guide

*Presented by Peter Jeffrey, Esq.*

This training course will examine in varying levels of detail the following federal statutes prohibiting employment discrimination in the federal sector: (1) Title VII of the Civil Rights Act of 1964, as amended (Title VII); the Age Discrimination in Employment Act of 1967, as amended (ADEA); and (3) the Rehabilitation Act of 1973, as amended (Rehab Act). This examination will focus on the various theories of employment discrimination, structures of proof, available defenses, federal sector complaint procedures and available relief.

303 – Legislative Issues  
*Presented by Matthew Fogg*

304 – Diversity  
*Presented by SGM Evy M. Lacy*

Diversity in the Workplace covers an introduction to diverse group characteristics such as cultural, disability, age, gender, sexual orientation and reprisal. Participants will be introduced to difference cases to leverage diversity and identify individual and workplace conflict resolution. Participants will discuss the different styles of resolution and effective communication as employees and supervisors. Participants will discuss the following benefits: higher employee retention rates, improved performance and moral, reduced harassment charges and discrimination lawsuits, and improved workplace staffing.

401 - Hatch Act - Understanding the Hatch Act and Its Restrictions on Your Political Activity. - *Presented by Peter Jeffrey, Esq.*

Under the Hatch Act, executive branch employees of the federal government are restricted in their ability to actively take part in partisan political management and partisan political campaigns as compared to “private citizens.” (See 5 U.S.C. §§ 7321--7326). Further, some federal employees are subject to even greater restrictions which prohibit them from engaging in any partisan political activity. The default penalty for a federal employee who violates the Hatch Act is REMOVAL. This course will examine the restrictions placed on executive branch employees and discuss specific issues surrounding telecommuting arrangements and the use of social media as it relates to “time and place” restrictions. In addition, the course will review the procedures for U.S. Office of Special Counsel’s investigation procedures and adverse action charges before the U.S. Merit Systems Protection Board.

402 - Microsoft Office Tips & Tricks  
*Presented by Kim Nichols*

404 – Conflict Resolution  
*Presented by LTC Jean Specht (Ret.)*

Would you like to know how to effectively confront conflict while maintaining or even improving key work and home relationships? Learn the definition of conflict and the 5 conflict handling modes, assess your own personal behavior style in conflict situations through the Thomas-Kilman Conflict Mode Instrument, and take home a valuable reference and resources to assist you in future conflict scenarios.