



Greater Kansas City Federal Executive Board's **Supervisory Refresher** **Training Seminar**

November 3rd to 7th, 2014 – 8:00a.m. – 4:30p.m.
RICHARD BOLLING FEDERAL BUILDING
601 E. 12TH STREET, ROOM 864
KANSAS CITY, MO 64106
\$150 Per Participant



This course focuses on building powerful leadership skills, developing management techniques, and staying successful in an ever changing business world. The course is designed to provide the three objectives outlined by the Office of Personnel Management (OPM) for the suggested training requirements for supervisors: (1) unacceptable performance, (2) employee mentoring programs, and (3) employee performance appraisals. This would be an excellent training opportunity for new supervisors as well.

Day One

- Merit System Principles
- Classification
- The Hiring/Staffing Process
- Managers Role in Employee Benefits

Day Two

- Performance Management
- Retaining Employees
- Leadership and Influence
- Managing the Teleworker

Day Three

- Defining Leadership
- Understanding Technical Problems vs. Adaptive Challenges
- Motivating Others
- Engaging Others

Day Four

- Employee Development & Engagement
- Progressive Discipline
- Equal Opportunity Employment

Day Five

- Leadership Panel

Registration: This course is sponsored by the Greater Kansas City Federal Executive Board.

Email: feb.mail@gsa.gov

Call: (816) 823-5100

Website: www.kansascity.feb.gov

Registration Deadline:

10/27/14 or until we meet capacity. This is a collaborative effort of the FEB's Education & Training and Human Resources Committees.

Supervisory Refresher

Training Seminar

REGISTRATION FORM

November 3rd to 7th, 2014 – 8:00a.m. – 4:30p.m.

Richard Bolling Federal Building

601 E. 12th Street, Kansas City, Mo 64106

\$150 Per Participant

THE REGISTRATION FEE OF \$150.00 PER PERSON, INCLUDES FIVE DAYS OF TRAINING, TRAINING MATERIALS AND MORE.

Payment is due prior to the deadline. Registrations are accepted only if they contain COMPLETE billing information.

Registration constitutes a final commitment for the conference. There will be no reimbursement of registration fees due to cancellation or no shows. If you are unable to attend, an alternate representative from your agency will be welcome.

NO registrations will be accepted by phone. Deadline for registration fees and payment is **COB October 27, 2014**.

Registration may close at any time as we limit attendance to 50 people!

Arrangements for individuals with special needs must be made in writing and sent to the FEB office along with the

Payment Information:

_____ Check/Money order. Make payable to Federal Executive Board.

All returned checks will be subject to a \$30.00 service fee to be paid by money order or cashier check.

_____ Our Purchase Order(s) and/or Training Form(s) are attached. **PO or TF Number(s):** _____

_____ Charge my Credit Card: Visa MasterCard Need a Receipt:

Credit Card Number: Expiration Date: _____

Please Print Clearly - Credit Cards will be processed approximately one week prior to the conference or

Check here if you would like to be charged before the end of the fiscal year.

Signature: _____ Card Holder's Phone Number: _____

Name of Attendees

Please print clearly or type your name as you wish it to appear on Name Tag.

(The FEB will provide an email confirmation to all individuals who provide current email addresses.)

	<u>Name</u>	<u>Agency</u>	<u>Phone Number</u>	<u>E-Mail Address</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

(Please use a blank piece of paper for additional names.)

SEND CHECK, TRAINING FORM OR P.O.'S AND COMPLETED REGISTRATION FORM(S) TO:

FEDERAL EXECUTIVE BOARD

1500 E. Bannister Road, Ste. 1176, Kansas City, MO 64131

Phone: (816) 823-5100

Fax: (816) 823-5104 or email to Malisse.Ford@GSA.Gov

IMPORTANT REMINDERS

- For those paying by purchase order; or training form; complete registration form with P.O. #(s) or 182's; AND email those to the FEB office at feb.mail@gsa.gov. If paying by personal check complete registration form, make copy of check(s), scan and email, and then *mail all the originals ASAP* to the FEB.
- We suggest you wear layered clothing to ensure comfort since meeting room climates often vary.