



INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 153, Oklahoma City, OK 73102

<http://www.oklahoma.feb.gov/>

(405) 231-4167

Chair's Corner



It seems the calendar quickly turns!

And with it come changes in our FEB membership and our Executive Policy Council. While the FEB staff is working on the 2011 directory of members, I would

like to introduce the two newest members of our Executive Policy Council:

Jerry Hyden, the Oklahoma City Field Office Director for the U.S. Department of Housing & Urban Development, and



Hector Ledezma, Warden of the Federal Correctional Institution in El Reno.

Please help me warmly welcome these two members to our Board of Directors!



Looking forward, we have many activities planned for our members and their employees:

The Oklahoma FEB will host FEMA's L-262 course in March. This is the first time this particular course has been offered outside of the Emergency Management Institute (EMI).

While the class is free of charge, we would like to limit to those who have obtained the FEMA COOP Practitioner Level I certification (or are working toward it).

The Oklahoma FEB has coordinated the first **Government Job Fair for People with Disabilities** to be held March 10th. An email went out the first week of January soliciting agency participation and we've received several registrations. A registration is provided in this newsletter for your convenience.

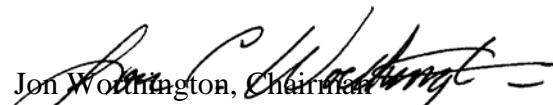
Leadership Symposiums are scheduled in March, June and August! The first day's agenda (two modules) is provided in this newsletter along with the registration form; by the printing of this newsletter, the other two days' agendas should be posted on our website for employees to review.

The **Leadership FEB program** will kickoff this month. The registration form is posted on our website.

Our annual **Administrative Office Professional Training** is scheduled for April 27th.

Information for agency leaders: If you have not yet seen, OMB has posted a summary (by agency) of the President's proposed budget for FY 2012, formally unveiled February 15th on their website at:

www.whitehouse.gov/omb/budget/Overview/


Jon Worthington, Chairman

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Essential ingredients for engagement and motivation

Taken from Motivational Manager January 2011



The recipe for an engaged, enthusiastic workforce isn't stuffed with exotic ingredients. It starts with the basics. Here's how to cook up more motivation in

your workplace:

- Get organized. When employees don't know where to find what they need—whether it's paper for the printer, information they need for their jobs, or you—they'll lose their drive. Build a workplace where resources are easily accessible so workers don't waste time.
- Provide comfort. Attractive, comfortable surroundings help workers relax so they can concentrate on doing their jobs. Give your offices a splash of color instead of relying on drab paint and carpeting. And remember to provide chairs and work stations that aren't just comfortable, but ergonomic and safe.
- Let employees contribute. Your employees will feel more motivated and involved if they have a say in decisions that affect them—everything from how they do their work to what direction the organization should take. Employee councils and regular meetings of your workforce should give you a solid understanding of what employees think and want.
- Embrace development and learning. Help employees advance professionally and personally. Coaching and mentoring are two obvious options, but go beyond that. Ask employees to train each other or to teach classes in their areas of expertise. Employees will be more excited about their jobs—and less likely to look elsewhere—if they see a positive benefit to being active members of your workforce.
- Think of your workplace as a community. Yes, it's a business, but don't lose sight of the social element of work. People want to enjoy their jobs, and that happens when they feel that they're sharing in something bigger than a money-making operation. Get to know your employees as individuals, and provide time and space for them to become friends, not just co-workers.

Tactics for dealing with overgrown brats in the workplace

Child psychologists tell us that children who act out are often trying to get our attention—and even negative attention is better than none at all. Of course, by the time they reach the workforce, unruly kids have outgrown the need to shout, “Look at me!”

Or have they?

Entrepreneur and columnist Gladys Edmunds thinks the unruly kid lives on in most adults and is the culprit behind many workplace morale problems. If staff bickering is getting on your nerves, try these suggestions:

- Check your attitude. Do you ignore workers as long as things are running smoothly? If so, you may be giving them an incentive to throw a cog in the works just to see whether you'll notice.
- Consider your approach. When you interact with workers, do you treat them as empowered adults, asking their opinions and challenging them to come up with solutions? Or do you take a parental stance, giving them step-by-step instructions and holding their hands through difficult assignments?
- Communicate your confidence. Do you routinely communicate with workers, expressing confidence in their abilities while sharing information and concerns about organizational issues? Or do you leave them to dark imaginings, forcing them to rely on rumors that can increase workplace tensions? If you've become so involved in other responsibilities that you're unwittingly treating workers as though they should be seen and not heard, they may kick up a cacophony that can't be ignored.



—Adapted from USAToday.com



Retirees lose on annuity in each permutation of high-five plan.

Taken from Federal Times PersonalAdvisor column, dated February 7, 2011

As if federal employees don't have enough to worry about with their pay-scale raises frozen for two years, now there's talk about a retiring employee's annuity being calculated with the highest five years of salary instead of the current highest three.

The change is one of the recommendations of the chairmen of the White House-appointed bipartisan deficit commission. Although the full commission rejected the recommendations, lawmakers might still introduce them as cost-savings measures.

If a high-five were used in annuity calculations, what would it mean for you? The short answer is a reduced annuity.

Before we get into why that would be true, let's first review how an annuity is calculated today. The process starts with differing annuity calculations under the Civil Service Retirement System and Federal Employees Retirement System.

CSRS annuities are the sum of three products: 15% of your high-three, multiplied by five years of creditable service; plus 17.5% of your high-three, multiplied by your next five years of creditable service; plus 2% of your high-three, multiplied by all remaining years and full months of service.

FERS annuities are 1% of your high-three, multiplied by all years and full months of service. The multiplier is increased to 1.1% if you have at least 20 years of service and retire at age 62 or later.

To find out the difference in value between an annuity calculated with a high-three and a high-five, you can substitute the high-five for the high-three above and plug in your own numbers. But I'll provide you with some simple examples.

In each case, I'll start with the premise that you have met the requirements for a full, immediate annuity. For CSRS, that would mean you've reached age 55 and have 30 years of service. For FERS, it would mean you've reached your minimum retirement age—which ranges

between 55 and 57—and have 30 years of service. Further, I'll assume that your current average basic pay in the year you retired was \$80,000, an amount that was an increase of 3% over each preceding year.

Let's determine your average salary over a three-year and then a five-year period.

Over three years, your salary would have been about \$75,408 in the first year, \$77,670 in the second year and \$80,000 in the third year—for an average of \$77,693, your high-three.

Over five years, your salary would have been about \$71,080 in the first year, \$73,212 in the second year, \$75,408 in the third year, \$77,670 in the fourth year and \$80,000 in the fifth year—for an average of \$75,474, your high-five.

Now let's plug those dollar and 30-year service figures into the annuity formula to see what your actual annuity would be.

The CSRS calculation yields \$43,702 using the high-three salary but only \$42,454 using the high-five salary.

The FERS calculation yields \$23,308 using the high-three salary but only \$22,642 using the high-five salary.

Both CSRS calculations provide an annuity that is 56.25 percent of your high-three or high-five and the FERS calculations provide 30 percent. But under the high-three calculation, the figure used in the annuity calculation is 97% of the average basic pay you were receiving in the year you retired. Under the high-five calculation, it is only 94%.

Because that difference would be permanent, the longer you received that annuity, the greater the total dollar loss of retirement income would be if your annuity were calculated using your high-five average basic pay rather than your high-three.

This article was written by Reg Jones, who was head of retirement and insurance programs at the Office of Personnel Management.



January 3, 2011
Volume 4, Issue 1



How to Make Your House Energy Efficient

Did you know that more than a million homes are built in the United States each year?

The demand to build new houses has caused an increase in many materials such as wood, metal, and concrete. It has also caused an impact on the environment — the wildlife and our natural ecosystem.

Think about the effect on the environment when you consider the production of steel beams, cement foundations, tile, carpet, stucco, windows, and insulation. Six percent of water pollution comes from manufacturing materials for new homes.

What about the amount of energy it takes to build a new home? It is huge! Experts say you can live in your home for 10 years before you will use the amount of energy it took to build the house.

Not only is there a large number of houses being built in the U.S., but size is another factor. Today, the average size of a new home has increased from 1,500 square feet in 1970 to approximately 2,300 square feet, while the average family size has decreased from more than three people to about two people.

- U.S. homes are now twice the size of the typical house in Europe or Japan.
- U.S. homes are 26 times larger than the average living space in Africa.

So, if the average family size is decreasing but

the house size is increasing, how is the extra space used? Playrooms, media rooms, work rooms, sitting rooms, laundry rooms, libraries, sunrooms, larger kitchens, bigger bathrooms, his-and-her closets, etc.

All this extra space requires more energy. More energy is consumed to keep temperatures comfortable and more energy is used for electronic gadgets, appliances, lighting, and entertainment in general. According to The Green Book, this adds up to about \$1,500 a year, but, it doesn't have to. Approximately 80 percent of the new homes that are built are not energy efficient.

Water

- A typical household wastes about 8 thousand gallons a year just waiting for water to heat up to a desired temperature.
- Watering the lawns in America claims an estimated 8 billion gallons of water annually. During the summer months, the average lawn uses about 10,000 gallons of water!

Heating/Cooling

- Positioning a home against the sun and wind can add 25 percent to its heating bill.
- The total amount of energy lost through windows in the United States each year

is equivalent to the annual energy output of the Alaska oil pipeline.

The Simple Steps to Energy Efficiency

1. **Buy Energy Star appliances and electronics.** Households that use Energy Star products automatically become more efficient and can save up to \$600 a year. In 2005, Energy Star helped Americans reduce their greenhouse emissions by an amount equivalent to that of 23 million cars, and saved Americans enough on their energy bills to buy every product sold on eBay for three months straight.
2. **Install low-flow plumbing.** An average three-member household can reduce its water consumption by 54,000 gallons annually as well as lower the water bills by \$60 per year if low-flow fixtures are used. If every U.S. household used low-flow plumbing fixtures, it would add up to \$6 billion in savings a year.
3. **Get ceiling fans and use them instead of air conditioning.** It costs just a penny an hour to run a ceiling fan versus 16 cents an hour to air-condition a room, and 43 cents an hour for central air. More than 75 percent of U.S. households use air conditioning, which wastes \$12 million per hour in energy costs annually when ceiling fans would do.

Source: *The Green Book*

2011 Fuel Economy Guide

On November 3, 2010, the Department of Energy (DOE) and U.S. Environmental Protection Agency (EPA) released the 2011 Fuel Economy Guide.

The listing includes information about estimated mileage and fuel costs for model year 2011 vehicles. For the first time, the guide also includes information on medium-duty passenger vehicles such as SUVs and passenger vans.

The EPA and DOE will provide additional information online about 2011 vehicles as it becomes available. The Fuel Economy Guide can help consumers find the most fuel-efficient vehicle to fit their needs. To learn more, please visit: www.fueleconomy.gov/

Source: *Energy Efficiency & Renewable Energy*



UPCOMING EVENTS

March 2011

Mar 1, 2011	Agency Meetings in Tulsa
Mar 7-10, 2011 All Day	FEMA L-262 Course FAA Visitors Center POC: FEB Office, 405-231-4167
Mar 9, 2011 7:30 a.m.	Mayor's Committee on Disability Concerns St. Luke's , 222 NW 15 th , OKC POC: Diana Hubbard, 405-297-4544
Mar 9, 2011 12:00 noon	Local Federal Coordinating Committee (Central Oklahoma CFC) United Way, 1444 NW 28 th , OKC POC: FEB Office, 405-231-4167
Mar 10, 2011 10am-3pm	Career Fair for People with Disabilities Langston University-OKC campus POC: FEB Office, 405-231-4167
Mar 15, 2011	Agency Visits in Tulsa
Mar 16, 2011 All Day	Leadership FEB-NOAA POC: FEB Office, 405-231-4167
Mar 16, 2011 10:00 a.m.	Interagency Training Council Oklahoma State Finance Office POC: Janis Jones, 866 331-2259x 12502
Mar 22, 2011 2:00 p.m.	Emergency Preparedness/COOP mtg Indian Health Services-OKC POC: FEB Office, 405-231-4167
Mar 24, 2011 All Day	Leadership Development Training Instructor: G. Eric Gordon POC: FEB Office, 405-231-4167
Mar 25, 2011 Noon	Naturalization 200 NW 4 th Street, OKC POC: FEB Office, 405-231-4167
Mar 28-30, 2011	Agency Visits- Ada, Muskogee and Norman

Your Federal Executive Board

“Federal Executive Boards (FEBs) are generally responsible for improving coordination among federal activities and programs in...areas outside of Washington, D.C...FEBs support and promote national initiatives of the President and the administration and respond to the local needs of the federal agencies and the community.” (GAO-04-384)

We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:

- Jim Akagi, US Drug Enforcement Administration
- Kirby Brown, Deputy Director, Fires Excellence Center, Fort Sill
- Laura Culberson, Director of Staff, Tinker AFB
- Larry Flener, Representative for the District Director, US Postal Service
- Jerry Hyden, Director, US Department of Housing and Urban Development
- Hector Ledezma, Warden, Federal Correctional Institution
- Dottie Overal, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Betty Tippeconnie, Superintendent, BIA-Concho Agency
- David Wood, Director, VA Medical Center

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to LeAnnJenkins@gsa.gov no later than the 15th of each month.

Officers:

Chair: **Jon Worthington**
Administrator, Southwestern Power Administration, Tulsa

Vice-Chair: **Adrian Andrews**
Special Agent in Charge,
US Secret Service, Oklahoma City

Staff:

Director: LeAnn Jenkins
Assistant: Brittyn Combs

INSPIRATION CORNER

I arise in the morning torn between a desire to improve the world and a desire to enjoy the world. This makes it hard to plan the day.

—E.B. White

It takes courage to reinvent joys, to reinvent opportunities, to reinvent dreams, to reinvent connections, to reinvent hopes that you have set aside. —Mary Anne Radmacher



Negative to positive: Change employees' attitudes



Issue: Motivational Manager Jan 2011

Nobody really enjoys complaining about work or life, but some people have difficulty overcoming their negative outlook—or

don't realize that they should. If you're responsible for managing those people, you know how frustrating they can be to deal with. Here are three common "bad attitudes" you've probably encountered in your career:

• **Victim mentality.** Victims feel they have little or no power over what happens to them. Every failure is someone else's fault, and they have no hope of succeeding at anything because of the odds against them.

Treatment: You can help them realize that they have power and choice by identifying their values and principles and creating goals that fit them. For example, a customer-service worker may feel like a victim because he really wants a job in the marketing department. If you show him what to do to gain the skills needed to get that job, he may begin to see how his decisions and actions can have a positive impact on his life.

• **Cynicism.** Cynics can be critical of every plan or policy because they always see what's wrong, never what's right: It costs too much, that will never work, the result won't be worth it, and so forth.

Treatment: What cynics need is some kind of vision that transcends the short-term obstacles. Try assigning cynics to long-term projects that bring them into contact with other areas of your organization. When they begin to see the contribution that the project will make, they may become more absorbed in their work and focus on thinking constructively.

• **Innocent bystanders.** The bystander doesn't want to get emotionally involved in his or her work. Bystanders put in their time and collect their paychecks and otherwise don't attach any importance to what they do.

Treatment: Show the bystander how his or her efforts affect co-workers, customers, and suppliers. When real faces are attached to departments or customer names, the bystander's emotional detachment will break down, and he or she can become more involved in the mission.

—Adapted from *Executive Excellence* magazine

Avoid these motivation mistakes

Most of your employees sincerely want to do a good job. But even the most dedicated can lose their motivation if your organization makes some of these common—and devastating—motivation mistakes:

• **Broken promises.** Not living up to commitments can erode trust. Employees who feel they can't trust the people and organizations they work for won't feel obligated to do their best on the job.

• **Insensitive decisions.** Take some time to consider the impact of your decisions on employees' feelings as well as their work. If workers believe you don't care about them as people, they'll stop caring about doing their jobs as well as they can.

• **Communication gaps.** No one likes feeling left out of the loop. Think about who needs to know what, and make every effort to include your workforce in all your communications. Otherwise, you send a message that their opinions and input aren't important.

• **Too many bosses.** A clear chain of command helps everyone communicate effectively. Staffers who must satisfy two or three bosses who may have their own individual agendas will spend more time playing politics than being productive.

• **Inconsistent decisions.** Worker A gets fired for violating policy while Worker B gets a warning for the same infraction and stays on the job. Unless



there's a clear reason for the different response, employees will see this as management hypocrisy. The result: confusion over what's acceptable, and more time spent in CYA activities than in getting jobs done.

• **Lack of recognition.** Employees don't need elaborate or expensive rewards for doing their jobs, but they want to be recognized for a job well done. Ignoring their achievements almost guarantees that they won't be repeated.

—Adapted from the Management Advantage website



Special Training Opportunity for Federal Work-Life, Telework and HR Coordinators

WorldatWork is offering a professional development opportunity to Federal Work-Life, Telework and Human Resource coordinators in 2010 and 2011. You may be only four exams away from becoming a Work-Life Certified Professional! In today's tough economy, you need the best tools and resources available to make strategic decisions in a changing world. As a leader in HR education and resources for over 50 years, WorldatWork provides prestigious professional certifications, including the Work-Life Certified Professional, and competitive pricing. And now, we would like to offer you a special discounted price to encourage you to take advantage of this great opportunity in 2011.

BENEFITS FOR YOU

- Earn a prestigious Work-Life certification
- Invest in your career development
- Take advantage of great pricing

To Register

You can register online at www.worldatwork.org/opm or by calling Customer Relationship Services at 877-951-9191.

Fees: Course materials and exam – \$695.00
(This course is being offered at a special rate only for Federal employees.)

Get Started.
www.worldatwork.org/opm

SCHEDULE OF CLASSES

March 2011 Certification Preparation Course

The Flexible Workplace – Strategies for Your Organization ^(W3)

March 1-2 (8:30am-4:30pm), with an exam on March 3 (7:30am-Noon), at the WorldatWork Conference Center, 1100 13th Street, NW, Suite 800, Washington DC.

April 2011 Certification Preparation Course

Organizational Culture Change – A Work-Life Perspective ^(W4)

April 26-27 (8:30am-4:30pm), with an exam on April 29 (7:30am-Noon), at the WorldatWork Conference Center, 1100 13th Street, NW, Suite 800, Washington DC.

June 2011 Certification Preparation Course

Introduction to Work-Life Effectiveness – Successful Work-Life Programs to Attract, Motivate and Retain Employees ^(W1)

June 14-15 (8:30am-4:30pm), with an exam on June 16 (7:30am-Noon), at the WorldatWork Conference Center, 1100 13th Street, NW, Suite 800, Washington DC.

August 2011 Certification Preparation Course

Health and Wellness Programs – Creating a Positive Business Impact ^(W2)

Aug. 2-3 (8:30am-4:30pm), with an exam on Aug. 4 (7:30am-Noon), at the WorldatWork Conference Center, 1100 13th Street, NW, Suite 800, Washington DC.





2011 Public Service Recognition Week Employee of the Year Awards Banquet

Public Service Recognition Week: May 2-8, 2011!		Event information: Date: Monday, May 2, 2011 Time: 11:30am-1:00pm Location: US Postal Service Nat'l Center for Employee Development 2801 E. State Highway 9, Norman, OK <i>Nominees should arrive no later than 11:00 a.m. for pre-brief.</i>
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Location: The facility is approximately 5 miles east of I-35 on Highway 9. NCED is on the north side of the road.(specific directions can be obtained from www.mapquest.com)

If you require special dietary accommodation, please contact the FEB Office, 405-231-4167.

Name: _____

Agency: _____

Address: _____

Phone: _____

Cost: \$20.00 per person

Indicate Payment:

Cash

Check Enclosed

Credit Card

Luncheon Tickets will be mailed to the address listed above for all pre-paid registrations with sufficient time to receive before the luncheon. This allows expedited entry into the event, without checking in at the registration table.

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102
Or fax to:	405-231-4165

Make checks payable to: Oklahoma Federal Executive Board

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 22, 2011. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



Administrative Office Professional Day Professional Development Training Wednesday, April 27, 2011

Topic:	No Excuses: Taking Charge of Your Career
Where:	Clarion Hotel & Convention Center, 737 S. Meridian, Oklahoma City, OK
When:	Wednesday, April 27, 2011
Time:	Registration will be from 7:30-8:00am – Training: 8:00am-4:00pm
Trainer:	Nancy J. Lewis, Progressive Techniques, Inc



In a constantly changing work environment, it is far from “business as usual”, requiring everyone to take responsibility of their own careers. This one-day of training will focus on getting the results you desire. Taking ownership of your career through the process of learning the art of connecting, lifelong learning, and finding ways to enhance your skill sets through cross training or professional development courses.

In this workshop you will:

- develop strategies to move beyond networking to connecting,
- identify key people in your life who are part of your networking community,
- explore communication realities and how to speak with purpose, passion and power,
- create specific goals with action steps to move your career forward, and
- identify barriers to success and develop solutions to overcome them.

This training is an open event and would be useful for anyone serving in an administrative office support function.

Cost for this one day of training: \$100.00 per person

Name: _____ Agency: _____

Address: _____ Phone: _____

Method of Payment:

Cash Check Credit Card Govt Voucher

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**2011 Career Fair for PEOPLE with DISABILITIES
EXHIBITOR REGISTRATION FORM**



**Thursday, March 10, 2011
10:00 a.m. – 3:00 p.m.
Langston University, OKC Campus
4205 N Lincoln Blvd, Oklahoma City, OK 73105-5210**

Contact Information:

Organization: _____

Street Address: _____

Contact Names(s): _____

Telephone: _____

Fax: _____

E-Mail: _____

Website: _____

Additional Information:

We are currently hiring: interns: _____ full-time: _____

Do you have any specific vacancies you are recruiting for: YES / NO

If yes, please list job titles:

Is electricity required for your exhibit? YES / NO

Number of individuals manning your booth (needed for lunch count): _____

Is there anything else you will need: _____

Registration is FREE!

To ensure a space at the Career Fair for People with Disabilities, submit this form no later than February 25, 2011

Email to:	LeAnn.Jenkins@gsa.gov
Or fax to:	405-231-4165



Leadership Symposium Building Work Relationships & a Strong Culture Day One of 3 Day Symposium

Where:	Crowne Plaza Hotel, 2945 NW Expressway, Oklahoma City, OK
When:	Thursday, March 24, 2011 (DAY ONE)
Time:	Registration will be from 7:30-8:00am – Training: 8:00am-4:00pm
Trainer:	G. “Eric” Gordon

MODULE I Leadership principles that impact relationships & culture

- Determine Your Leadership Philosophy	- Your Style Vs Your Environment
- Leadership Style Analysis	- Steps for Building Credibility and Trust
- Keys to Strengthening Your Influence	- Ways to WOW Others!!
- Donald Trump’s – “Keys for Growing Charisma”	

MODULE II Getting what you want

- Your Greatest Tool	- Leadership Communication Strategies
- Your TEAM	- S-E-L-F Profile Survey
- Increase Value and Appreciation	- Selling Your Ideas to Your Team
- Persuasion and Negotiation Tools That Work	

Many leaders mistakenly believe that their position (as a leader) will automatically secure staff respect, appreciation, and commitment. Unfortunately, the failure of many leaders can often be attributed to their inability to connect with their staffs. The first day of our leadership symposium addresses this critical area. This day will provide a leader with information and techniques necessary for strengthening any relationship. Leaders will also receive 2 surveys designed to assess their leadership and behavioral styles. This will be a fast-paced, interactive, stimulating day that will equip a leader with the capacity to assess, evaluate and improve, relationships and gain greater respect, appreciation, and buy-in from staff members. Organizations that win consistently, not only have talented people doing jobs, they also have people who work collaboratively, and are committed to their jobs, their customers, and their organization. We can help you build organizations that have these qualities!

Registration

- Day One Only (\$159)
 Day Two Only (\$159)
 Day Three Only (\$159)
 2-days of the Symposium (\$300) indicate which days Mar 24th June 9th Aug 18th
 3-day Symposium (\$350 for all 3 days—maximum savings)

Name:	Agency:
Phone:	Email:
Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Govt Voucher	
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SUN	MON	TUES	WED	THUR	FRI	SAT
		1 Agency Mtgs in Tulsa	2	3	4	5
6	7	8	9 7:30 Mayors Committee 12:00 LFCC	10 Govt Career Fair @ Langston-OKC	11	12
FEMA L-262 Course-OKC						
13	14	15 Agency Visits-Tulsa	16 10:00 ITC Leadership FEB	17	18	19
20	21	22 2:00 Emgcy Prep	23	24 Leadership Symposium	25 Naturalization	26
27	28 Agency Visits- Ada	29 Agency Visits- Muskogee	30 Agency Visits- Norman		March 2011	

OKLAHOMA FEDERAL EXECUTIVE BOARD
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