



EEOC Executive Leadership Conference May 15 - 17, 2012

Hyatt Regency Chesapeake Bay
Cambridge, Maryland

Register at www.eeocleadershipconference.com

EEOC EXECUTIVE LEADERSHIP CONFERENCE

The EEOC Executive Leadership Conference (ELC) is designed to meet the professional development needs of senior leaders in the EEO field. The ELC was developed by the EEOC to help ensure EEO leaders have the leadership skills necessary to meet the challenges of their profession. Training offered at the ELC will address leadership competencies, personal development, and other topics vital to the success of current and future executives.

This conference is designed for senior EEO officials from federal, state and local governments, EEO executives from the private sector, and those who seek to move into senior positions. HR executives who have significant responsibilities in managing and implementing an EEO program are also encouraged to attend. Conference registration is limited to the GS-14 and above population, and equivalents. Exceptions will be made for individuals that are responsible or are currently managing and EEO within their agency.

CONFERENCE HIGHLIGHTS

- Plenary sessions with key government officials, including a welcome from EEOC Chair Jacqueline Berrien and a keynote by Former Secretary of Labor Alexis M. Herman
- More than a dozen workshop choices, to maximize your professional and personal development
- Dynamic speakers from Franklin Covey, the Federal Executive Institute (FEI), George Washington University, and more
- Opportunities to meet and learn from your fellow attendees

SPECIAL EVENTS

Welcome Reception

Date: Monday, May 14, 2012, evening

Join us for a Welcome Reception at the outdoor pavilion from 6 - 8 pm. Live entertainment and heavy hors d'oeuvres will be served.

Experience Cambridge!

Date: Tuesday, May 15, 2012, evening

Join your fellow attendees and take in some of the local fare. Shuttle bus service will be provided to several local restaurants in downtown Cambridge for dinner.

EEOC Women's Forum

Date: Thursday, May 17, 2012, afternoon

EEOC will release and discuss its long anticipated report on Women and African Americans in the federal workplace. The release of the report will be followed by a panel discussion that will explore the attitudes and outlook of women as leaders in the federal workforce against the backdrop of the EEOC's report.



Jacqueline A. Berrien
Chair, EEOC

Tuesday, May 15, 2012
Opening Plenary Speaker



The Honorable Alexis M. Herman
Former Secretary of Labor

Wednesday, May 16, 2012
Plenary Luncheon Speaker



The 4 Imperatives of a Great Leader

Wednesday, May 16, 2012
Morning Plenary

Leading Across Generations

Wednesday, May 16, 2012
Afternoon Workshop



Homero Bayera
Consultant

REGISTRATION INFORMATION

REGISTRATION FEES:

Early Bird Rate: \$995.00

Available until March 15, 2012

Regular Rate: \$1,095.00

Available March 16 - May 15, 2012

You can register:

- online at www.eeocleadershipconference.com
- via mail or fax by completing the registration form at the end of this booklet

Price includes:

- All conference workshops and plenary sessions, including the Women's Forum
- Welcome Reception on May 14th
- Welcome packet at check-in
- Continental breakfast, lunch, and refreshment breaks each day of the conference
- Networking event on Wednesday, May 16th
- Shuttle service to downtown Cambridge the evening of Tuesday, May 15th

Lodging and other meals are not included.

GUEST TICKETS

Conference workshops, luncheons, networking receptions, refreshment breaks and the exhibit hall are open to conference attendees only. Guests are welcome to attend the Welcome Reception and all plenary luncheons with the purchase of a guest ticket. Tickets can be purchased at the registration desk during the conference.

CONFERENCE HOTEL

The host hotel for the conference is the Hyatt Regency Chesapeake Bay: 100 Heron Blvd @ Route 50, Cambridge, Maryland 21613.

A block of rooms has been reserved at the Hyatt Regency Chesapeake Bay. The conference room rate is \$120.00 per night plus applicable taxes and fees. This is the government per diem for Cambridge, Maryland in May. Please note: Individuals requesting the EEOC ELC group rate must be registered with the conference. If you are not registered with the conference, your group rate will be voided and the hotel will assign you the appropriate room rate.

If you are exempt from lodging taxes, you must pay for your hotel room using government funding, (i.e., a government credit card or check issued by the US Treasurer) or you will be charged tax. Please see the next page for additional tax exemption requirements.

You can make your hotel reservations by calling 1-888-421-1442 or online at www.eeocleadershipconference.com. The cut-off date for conference attendees to make their reservations at the Hyatt Regency Chesapeake Bay is April 20, 2012. We cannot guarantee the negotiated room rate of \$120.00 per night after this date.

For directions to the hotel, please visit www.chesapeakebay.hyatt.com. If you have any questions, please contact the OmniGov staff at 202-331-0004.

HOTEL ATTRACTIONS

The Hyatt Regency Chesapeake Bay offers a variety of activities including:

- The Golf Club at River Marsh (18-hole course)
- Four lighted tennis courts
- Fenced beach volleyball court
- Sago Spa and Salon
- 18-acre Heron Point Wildlife Refuge
- Fitness Center
- Camp Hyatt® family activities
- Jogging / walking trails
- Outdoor pools with waterslide and year-round Wintergarden indoor pool pavilion

AIRPORT/SHUTTLE INFORMATION

Nearest Airport: Baltimore Washington International Thurgood Marshall Airport (BWI)

SHUTTLE SERVICE

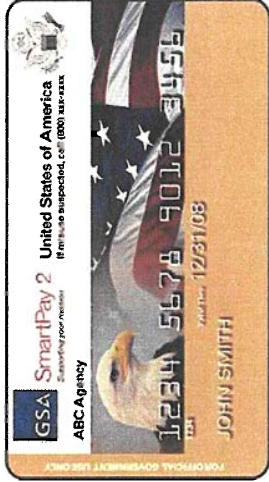
Shuttle service from the Baltimore Washington International Airport to the Hyatt Regency Chesapeake Bay is provided by Bay Runner Shuttle for an additional cost. For more information on pricing and scheduling, please contact Bay Runner Shuttle at 410-912-6000 or www.bayrunnershuttle.com.

CONFERENCE ATTIRE

Attire for the conference is business casual. The weather in May is typically cool to mild. Please remember to bring a sweater or jacket for outside excursions.



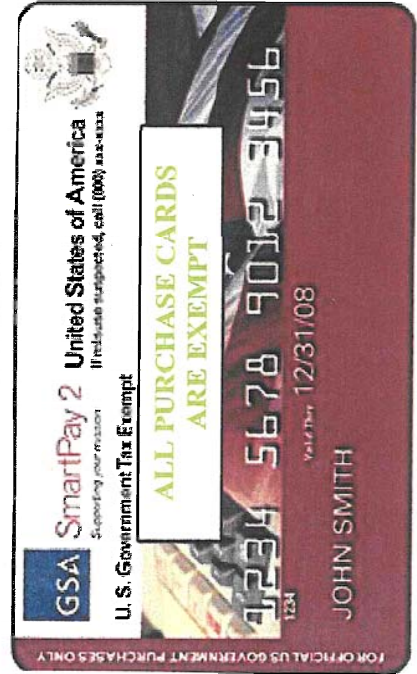
Travel



Integrated

To determine whether the travel or integrated card is a CBA or an IBA, refer to the 6th digit of the account number on the card. Here is a table that can help:

| Prefix (1 st four digits) | Sixth Digit | Platform | Billing Type |
|--------------------------------------|---------------|------------|--|
| 4486 & 4614 | 0, 6, 7, 8, 9 | Visa | Centrally Billed (CBA) (Exempt from Taxes) |
| 5565 & 5568 | 0, 6, 7, 8, 9 | MasterCard | Centrally Billed (CBA) (Exempt from Taxes) |
| 4486 & 4614 | 1, 2, 3, 4 | Visa | Individually Billed (IBA) (Not Exempt from Taxes) |
| 5565 & 5568 | 1, 2, 3, 4 | MasterCard | Individually Billed (IBA) (Not Exempt from Taxes) |



Purchase

MONDAY, MAY 14, 2012

3:00 pm - 7:00 pm Registration Desk Open
6:00 pm - 8:00 pm Welcome Reception

TUESDAY, MAY 15, 2012

7:30 am - 5:00 pm Registration Desk Open
9:00 am - 10:00 am Opening Plenary Session: EEOC Chair Jacqueline A. Berrien
10:15 am - 11:45 am Concurrent Workshop Sessions
11:45 am - 1:15 pm Plenary Luncheon
1:30 pm - 4:45 pm Concurrent Workshop Sessions
5:30 pm - 8:00 pm Shuttle Service to Downtown Cambridge

WEDNESDAY, MAY 16, 2012

7:30 am - 3:45 pm Registration Desk Open
9:00 am - 12:30 pm Plenary Session:
FranklinCovey: The 4 Imperatives of a Great Leader
12:30 pm - 2:00 pm Plenary Luncheon: The Honorable Alexis M. Herman
2:00 pm - 3:30 pm Concurrent Workshop Sessions
3:30 pm - 5:00 pm Break Time: Office Check-ins, Email or Personal Time
5:00 pm - 6:00 pm Networking Event

THURSDAY, MAY 17, 2012

7:30 am - 2:00 pm Registration Desk Open
9:00 am - 12: 15 pm Concurrent Workshop Sessions
12:15 pm - 1:30 pm Lunch
1:30 pm - 4:00 pm EEOC Women's Forum

Conference schedule is subject to change.

CONFERENCE WORKSHOPS

CULTURE LEADERSHIP

Presenter: *W. Thomas Dugard, Affirmational Leadership Consulting*

Discover the secrets of transforming or even creating a more positive culture for your organization. Compare and contrast familiar performance based cultures with your own and discover the steps to improving your work environment. When management is not present the guiding influence on every employee is the culture. Peter Drucker said it another way – “Culture eats strategy for breakfast.”

Participants will learn:

- How to define culture
- How to analyze culture
- Culture development best practices
- Understand how subcultures operate
- Identify steps to build an improved work culture

ECQs: HOW TO GET THERE AND LIVE THEM EVERYDAY

Presenters: *Claudia Postell, National Science Foundation; Nicole Wright, Office of Personnel Management*

When asked questions such as “Why do you want to become a SES”, “Have you reviewed the criteria against which SES candidates are evaluated,” and “What steps have you taken towards meeting the criteria,” often individuals cannot answer these questions. This presentation will focus on the five Executive Core Qualifications (ECQs) used by OPM in evaluating whether a candidate’s experience meets the requirements. It will also assist in devising an action plan for gaining these competencies and discuss how to live the core concepts once an executive.

Participants will learn:

- The five Executive Core Qualifications required for federal jobs in the Senior Executive Service (SES)
- Ideas for creating an action plan to meet the required qualifications for the SES level
- Ideas for ways to live the ECQs once an SES position is obtained

EMOTIONS, ENERGY & LEADERSHIP

Presenter: *John Hughes, E.I. Assessments, LLC*

This program looks at the Four Humans Systems of Teamwork and highlights the leadership skills needed to effectively manage in each environment. By observing four video clips, one for each system, participants will identify characteristics of “enabled” and “disabled” work environments. They will then apply the theory to their own current work environment and identify action items for their teams and themselves.

After the session, participants will be able to:

- Identify the characteristics of the four different work environments
- Determine when a work environment is progressing and “enabled” or stuck and “disabled”
- Create strategies for moving a stuck human system forward
- Connect emotional intelligence to effective leadership skills
- Consider suggestions for individual development

LEADERSHIP AT THE TOP

Presenter: *W. Thomas Dugard, Affirmational Leadership Consulting*

Most leaders that advance to higher responsibilities come to discover that the skills and talents that enabled advancement are not the same skills needed for advanced positions. This course helps you identify what new skills are needed to succeed in your new role and the secret to accomplish new goals and responsibilities with style.

Participants will learn:

- How to identify needed new skills for a new role
- What the new role doesn't need from your past
- How relationship skills are more important as you advance
- How to move from tactical to strategic thinking
- How to multiply your influence

LEADING ACROSS GENERATIONS

Presenter: *Homero Bayarena, FrankinCovey*

This course will give leaders a profound understanding of the differences between generations. Great leaders don't just understand the differences, they also recognize the importance of putting those differences to work in finding more creative solutions to problems; fostering robust, productive dialog; and engaging team members in giving their highest and best contributions.

Participants will:

- Gain an understanding of the specific differences between the four generations in today's workforce
- Discover how stereotyping hinders communication and engagement
- Learn how to engage the "whole person" in helping team members from every generation apply their unique talents and contribution
- Know how to conduct a "Whole Person Engagement Conversation" to identify areas for improving engagement
- Resolve the "points of friction" where one generation's style or perspective is likely to conflict with those of another generation
- Explore different "points of friction" scenarios to find solutions
- Follow a powerful 21-day implementation plan to put their new understanding of the generations into practice

MOVING TO THE SES: BECOMING AN EFFECTIVE MANAGER FOR EEO PROGRAMS

Panelists: To be announced

This panel will provide strategies for effectively managing an EEO program as a SES member. From political shifts to resource management, our panel will share what skills are most important for those seeking to move to the SES level. The panel will discuss what it means to be a Senior Executive in terms of being a leader and role model for other EEO professionals, and the importance of leadership in an era that presents unique challenges for EEO initiatives and programs. The panel will outline and emphasize other important skill sets that are needed to succeed at the SES level.

NEUROFED: LEADING WITH THE BRAIN IN MIND

Presenters: *Peter Ronayne and Dr. Patricia (PJ) Rooney, Federal Executive Institute*

This engaging session offers an exploration of the powerful intersection of neuroscience and leadership. The heights of leadership performance belong to the most self-aware, yet most leaders have a limited understanding of the brain and its profound impact on our performance. By becoming "NeuroFeds" – leading with the brain in mind – we can enhance our decision making, creativity, relationships and ability to navigate change. This session offers a focused and extremely relevant tour of fascinating research about the brain's function, limitations and tremendous capacities. We will also briefly explore how exercise, nutrition, and sleep are key elements in maximizing cognitive fitness and leadership performance.

A PRIMER ON FEDERAL PERSONNEL LAW

Presenter: *William Bransford, Partner, Shaw Bransford & Roth PC*

This unique training opportunity will provide an overview of the complex set of laws and rules that govern federal employment, with particular attention focused on the tools to identify and manage a problem employee, while highlighting your obligations to your agency and to the employee. The seminar will provide

CONFERENCE WORKSHOPS

a concise explanation of all applicable laws, rules and regulations by applying concrete and practical methods for working with even the most challenging employees. Participants will have the opportunity to interact with an attorney from the law firm of Shaw Bransford & Roth PC.

Participants will learn:

- All applicable personnel laws, rules and regulations
- How to identify a problem employee
- How to fulfill your obligation to rehabilitate the problem employee
- How to accommodate employee rights and still manage effectively

POINTERS FOR EFFECTIVE EXECUTIVES: PUTTING LIFE AND LIGHT BACK INTO YOUR PRESENTATIONS

Presenter: *Debyii Sababu-Thomas, Howard University*

The “Effective Executive”, as coined by Peter Drucker, is one who is aware of his/her potential to communicate successfully the mission, vision, goals and ideas needed to move the organization forward. However, just because one has a “title” of Executive does not mean that others will actually listen and learn from your presentations. With a “title” one may get the attention of one’s public, but attention is just the beginning. This workshop is designed to help you develop and expand on your basic presentation skills so that others will not only attend to your messages but seek to understand and respond productively.

This workshop will provide insights on how to increase your credibility, to be more persuasive, to conquer nervousness and to work within different types of environments. Additionally, participants will also be renewed to the Five M’s of Effective Public Speaking.

SIX SIGMA FOR EXECUTIVES

Presenter: *Amita Sherwood, George Washington University Center for Excellence in Public Leadership*

This workshop is intended to equip EEO senior leaders with a basic understanding of Six Sigma and its benefits, successful deployment characteristics, and how it can improve organizational performance. The course will provide attendees with enough background on Six Sigma to begin planning implementation within their organizations. The presentation will be interactive with several discussion exercises.

At the end of the presentation, the participants will be able to:

- Define Six Sigma and the sigma metric
- Describe the DMAIC methodology
- Describe a typical Six Sigma deployment plan
- Understand the common deployment mistakes and identify how to avoid them
- Describe the benefits and success factors of implementing Six Sigma

SPONSORSHIP - THE MISSING LINK TO YOUR SUCCESS

Presenter: *Sheryl J. Brown-Norman, Office of the Director of National Intelligence*

Recent research conducted by the Harvard Business Review, revealed that a major reason that minorities and women have not yet shattered the glass ceiling is - sponsorship. The research revealed that the old boy network is still a viable vehicle to the top; the only difference is that now it can be accessed by women and minorities via sponsorship. This presentation is designed to highlight the critical nature of sponsorship and how to create relationships that can develop into sponsorships. The presentation also stresses the responsibility of being a sponsor to those individuals whom you lead and influence.

Participants will be able to:

- Understand the research that has been done regarding sponsorship and the glass ceiling.
- Understand the difference between sponsorship and mentoring
- Understand your role in sponsoring others
- Learn how to create opportunities that enable sponsorship
- 10 • Learn about the benefits of being sponsored and being a sponsor

SUCCESSFULLY LEADING ORGANIZATIONAL CHANGE

Presenter: *Dr. John Mangieri, Center for Leadership and Personnel Development*

This workshop is based on leadership research that is of a high degree of importance to successful organizational change implementation. This course will allow participants to recognize the complexity and intertwining of the attitudes, values and beliefs possessed by outstanding leaders relative to success and failure and how their own beliefs in these areas impact their leadership ability and performance in the organization that they lead.

This workshop has been one of America's most popular leadership development programs for the past decade. It has been conducted for professionals from corporations and organizations such as IBM, Merrill Lynch, United States Steel, Volkswagen, BB&T, Kraft Foods, Bristol-Myers Squibb, the Federal Reserve, Sprint, the Social Security Administration, Nationwide Insurance, as well numerous other businesses, including government agencies, healthcare systems, school districts, and other entities.

At the conclusion of the workshop participants will:

- Have a clear and an accurate understanding of their current attitudes, values, and beliefs about success and failure
- Be able to devise a strategy for the creation of a positive attitude toward change on the part of the persons with whom they work
- Possess a knowledge of the expectations of followers as to how they should act during the initiation and implementation of organizational change so that it can be successfully implemented
- Be able to devise a plan to improve their organization's skill level as to how to positively address problems which are likely to arise during the implementation of change initiatives

THE 4 IMPERATIVES OF GREAT LEADERS

Presenter: *Homero Bayarena, FranklinCovey*

Organizations that want to retain their best and brightest must have leaders who understand the radically new paradigm from which the knowledge worker operates. This course will provide the foundation for leaders to think, act, and lead from this new paradigm. Participants will learn powerful concepts and leave with tools and skills to help them lead, support, and inspire a talented, valuable workforce.

Participants will learn how to:

- Treat individuals on their team as whole people, inspiring them to want to contribute their highest to their work
- Apply the "Whole-Person Paradigm" as they meet the unique needs of their "workforce generation"
- Solve the four chronic problems of organizations by identifying and addressing their root causes
- Apply state-of-the-art skills and tools - including the Leadership Quotient Assessment - to accomplish critical objectives

THE ROLE OF TRUST-BUILDING FOR THE FUTURE DURING TIMES OF STRESS AND CHANGE

Presenter: *Casey Wilson, Management Concepts*

This highly interactive and engaging session will help leaders understand the importance of trust and intentional trust-building at a time when employees can lose trust in their organizations and its leaders. The session will focus on why trust is so important and practical ways for leaders to build (or maintain) trust.

After completing this session, participants will be able to:

- Define trust in today's workplace, including why it is essential during times of stress and change
- Explain the implications of trust and distrust for both individuals and the organization
- Identify ways to increase trust through practical, behavior-oriented approaches
- Identify opportunities to enhance trust in your organization

Participants attending the session will receive a checklist of trust-building behaviors.

EEOC ELC REGISTRATION FORM - PAGE 1

STEP 1: REGISTRATION TYPE

- Early Bird Registration - \$995.00 (Completed registration must be received by March 15, 2012.)
 Regular Registration: \$1,095.00 (Completed registration must be received by May 15, 2012)

STEP 2: CONTACT INFORMATION

Name: _____ Title: _____

Agency: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

(Confirmation letter will be emailed to this address.)

STEP 3: PAYMENT INFORMATION

- My check payable to "OmniGov Training Institute" is enclosed.
 A government purchase order or training form with OmniGov Training Institute as the vendor is enclosed. OmniGov Training Institute's Federal Tax ID Number: 52-1659996
 Please charge my Visa, Mastercard or American Express. (See credit card policy on page 14 of this brochure.)

Account Number: _____ Expiration Date: _____

Name as it appears on the card: _____

Signature of cardholder: _____ Cardholder Phone: _____

Billing Address: _____

City/State/Zip: _____

Cardholder Email: _____

(Payment receipt will be emailed to this address.)

STEP 4: REGISTRATION STATISTICS:

Gender: Male Female

How did you hear about ELC? Co-worker Mailing Email Online Radio

Other: _____

Grade Level: GS 14 GS 15 SES, SL, ST Other: _____

STEP 5: REGISTRATION POLICIES

I have read and agree to abide by the registration policies listed on page 14 of this brochure. I understand that these policies apply to ALL attendees.

Signature of Registrant: _____ Date: _____

STEP 6: MAIL OR FAX REGISTRATION FORM TO:

OmniGov Training Institute
1100 Connecticut Ave., NW
Suite 900
Washington, DC 20036
FAX: 202-331-7779

NAME: _____

EMAIL: _____

PHONE: _____

DIRECTIONS: Please select one workshop for each time slot. Fax completed form to 202-331-7779.

Tuesday, May 15, 2012 - 10:15 AM - 1:45 AM

- Emotions, Energy & Leadership
- Moving to the SES: Becoming an Effective Manager for EEO Programs
- Successfully Leading Organizational Change
- The Role of Trust-Building for the Future During Times of Stress and Change

Tuesday, May 15, 2012 - 1:30 PM - 4:45 PM

- Culture Leadership
- ECQ's: How to Get There and Live Them Everyday
- NeuroFed: Leading with the Brain in Mind
- Six Sigma for Executives

Wednesday, May 16, 2012 - 9:00 AM - 12:30 PM

The 4 Imperatives of a Great Leader Covey Franklin Covey

Wednesday, May 16, 2012 - 2:00 PM - 3:30 PM

- Leadership at the Top
- Leading Across Generations
- Pointers for Effective Executives: Putting Life and Light Back into your Presentations
- Successfully Leading Organizational Change

Thursday, May 17, 2012 - 9:00 AM - 12:15 PM

- A Primer to Personnel Law
- ECQ's: How to Get There and Live Them Everyday
- Executive Negotiation
- Sponsorship - The Missing Link to Your Success

Thursday, May 17, 2012 - 1:30 PM 2:30 PM

EEOC Women's Forum

EEOC ELC REGISTRATION FORM - PAGE 1

CONFIRMATION LETTER

You will receive a confirmation letter, via email, as soon as you are registered for the conference. If you have not received your confirmation letter within one week of submitting your registration, please contact our office at 202-331-0004.

WORKSHOP SELECTION

Attendees will be required to preregister for workshops as a part of the registration process. OmniGov Training Institute will contact all early bird registrants to make their workshop selections. Attendees will be required to make their selections by April 30, 2012. If attendees do not make their selection by April 30, 2012, the OmniGov staff will assign attendees to workshops.

CREDIT CARD PROCESSING POLICY

Credit card payments are processed the day they are received. Once credit card payments have been processed, any payment changes will result in a convenience fee.

CANCELLATION POLICY

All cancellations must be received in writing by April 1, 2012. Cancellations received by April 1, 2012, will be charged a \$200.00 cancellation fee. Cancellations received after April 1, 2012 (without provisions for a substitute) and no-shows will be billed the full registration fee. Cancellations will not be accepted by phone. The OmniGov staff will send, via email, a confirmation of each cancellation. If you do not receive this notice within two days of submitting your cancellation, please contact our office at 202-331-0004. Registrations received after the published deadline are subject to the cancellation policy.

SUBSTITUTION POLICY

Substitutions will be accepted at any time, at no additional charge. Substitutions must be submitted in writing along with a new registration form and cover letter stating the original attendee's name and the name of the substitute attendee. Substitutions will not be accepted by phone. The OmniGov staff will send, via email, a new confirmation letter to the substitute attendee.

TRANSFER POLICY

OmniGov does not allow attendees to transfer from one conference to another. If you are registered for a seminar sponsored by OmniGov and are unable to attend, you may either cancel your registration or send a substitute in your place.

HOTEL RESERVATION POLICY

The conference room rate is \$120.00 per night plus applicable taxes and fees. Please refer to your registration confirmation letter for instructions on reserving your hotel room. The cut-off date for conference attendees to make reservations at the hotel is April 20, 2012. OmniGov cannot guarantee the conference rate of \$120.00 per night after this date. Individuals requesting the EEOC Group Rate must be registered with the conference. If you are not registered with the conference, your group rate will be voided and the hotel will assign you the appropriate room rate.

REASONABLE ACCOMMODATION REQUESTS

If you wish to register for the conference and you have an accommodation request or special need (physical limitations, dietary restrictions, etc.), please submit your request in writing at the same time you submit your registration form.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL OMNIGOV TRAINING INSTITUTE AT 202-331-0004.