

Cleveland Federal Employees Development Seminar



Take Charge of Your Career

Wednesday March 27, 2013

Anthony J. Celebrezze Federal Building

8:00 am – 5:00 pm

PLEASE ARRANGE YOUR SCHEDULE TO ATTEND THE ENTIRE DAY



Keynote Address by

Michael Miles

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TSP Expert

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Federal Times Columnist

Seminar Workshops Include:

Resume Writing

Public Speaking

Career Building

Emotional Intelligence

Workplace Wellness

Managing Your TSP

Bullying and Conflict

Diversity

Talent Spotlight



Participation is FREE!



Registration Required! Register early space is limited.

REGISTRATIONS ACCEPTED FOR ENTIRE SEMINAR ONLY.

EMAIL Completed registration and lunch order forms to:

TEAM.CFEDS@gmail.com or fax to (216) 522-7395

Registration forms must be received by March 4, 2013.

For more information, call (216) 522-4794



KEYNOTE and WORKSHOP SUMMARIES



Maximizing the Financial Rewards of Your Federal Career

The promise of a comfortable retirement is a significant part of the compensation package you receive as a career federal employee. In fact, it might represent as much as half of your career compensation over the course of your lifetime. If you have set aside part of this compensation in savings and investment accounts over the course of your career, then your work in maximizing your federal compensation is not done. If you want to realize the fullest fruits of your labor, you'll have to manage your investments prudently and avoid costly mistakes. Like it, or not, you're a pension fund manager, and you owe it to yourself to learn the rules of that game – a game that changes dramatically over the course of your lifetime.

Michael S Miles, CFP, REBC, MBA, Principal Advisor, Variplan, LLC

Career Development

Today, and more than ever, employees are responsible for building their own careers. Whether you are just starting, or you have several years of experience, this seminar will prove to help you take charge of your career through valuable tips on networking, continuous education, time management and dressing for success.

Stacey Taylor, HR Specialist

Working with Emotional Intelligence

Emotionally Intelligent work groups very positively impact the bottom line aiding in employee retention, greatly improving customer service, and mitigating conflict and inter-generational tensions. For persons from entry level to top executive positions, the research shows that emotional intelligence is more predictive of achievement and promotability than advanced degrees or technical expertise. This session will help participants to improve their "Emotional Intelligence literacy", and EI skills increase anyone's ability to influence others and work effectively.

Kimberly Langley, M. ED., Life Balance Enterprises

Resume Writing

Are you ready to do something different with your career? This workshop will help you take charge of your career through more effective resume writing, and help you tailor work experiences for your next career choice. Learn how to establish a personal brand that allows you to differentiate and position yourself from the competition and claim your job.

Stacey Taylor, HR Specialist

Managing Your TSP Account for Better Results

Your TSP account is a pension fund and you are responsible for its performance. Whether you manage your account yourself, or delegate the responsibility to someone else, you're the one who will reap the rewards from, or pay the price for, the quality of that management, along the way. Learn the secrets to effectively managing your TSP account to produce the maximum income possible without excessive risk, including answers to questions like these: Which is better, Traditional or Roth TSP?, Should you roll your TSP assets over to an IRA? Should you move outside money into your TSP account?

Michael S Miles, CFP, REBC, MBA, Principal Advisor, Variplan, LLC

Workplace Wellness

“Workplace Wellness” will identify various facets of wellness and outline features of comprehensive workplace wellness programs. The rationale for investing in workplace wellness programs will be reviewed as well as the impact of lifestyle behaviors on the risk of developing a chronic disease. The focus will be to empower attendees toward healthier behaviors. Techniques for reducing stress will be explained and return-demonstrated by attendees.

Martha Brennan, Nurse Practitioner, Louis Stokes Cleveland VA Medical Center

Bullying and Conflict in the Workplace

Bullying, Lateral Violence and Conflict in the Workplace will help participants identify workplace behaviors which can lead to or create conflict. The session will discuss strategies and interventions to promote a more cohesive workplace. In addition, participants will gain an understanding of conflict in general and explore major causes of workplace conflict. Participants will also examine their individual conflict management styles and receive valuable tips to help resolve conflict no matter where it occurs.

Pamela D. Pendleton, M. Ed., Training Instructor, Louis Stokes Cleveland VA Medical Center

Timothy J. Viskocil, Commissioner, Federal Mediation & Conciliation Service

Public Speaking

Great communication is instrumental for success in your career and Toastmasters International is a world leader in communication and leadership development. This session will explore the top tips for public speaking and how Toastmasters could help improve your skills.

District 10 Toastmasters

Diversity in the Workplace

What is diversity and why is it more than just the latest buzzword? This workshop will explain what diversity is, how it can benefit your organization, and why cultivating an inclusive work environment is so important to the workforce of today. This topic will culminate with a discussion of how to lead the multi-generational workplace.

Kristin Damigella, Equal Employment Manager, U.S. Coast Guard, Civil Rights Directorate

Talent Spotlight

Talent Spotlight is a unique opportunity to showcase your talents and accomplishments. You will have 90 seconds to present yourself to a panel of Federal Executive Leaders by telling them who you are, where you are interested in going in your career, and what qualifies you for future career advancement.



e-FEDS Registration Form



Name: _____ Agency: _____
 Email Address: _____ Job Title: _____
 Phone Number: _____

Workshop Preferences

Please mark an **X** in the appropriate box to reserve your reservation:

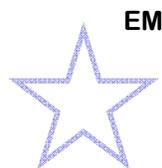
	Room	Room	Room	Room
8:00 am	31st Floor - REGISTRATION and Lunch Orders (Al's Courtyard Café)			
8:30 am	Opening Remarks and Welcome Video			
8:45 am	Career Building			
10:15 am	BREAK			
10:30 am	Keynote - Michael Miles			
11:45 am	Lunch – Who Wants to Be A Millionaire?			
12:30 pm	Working with Emotional Intelligence			
1:30 pm	Break			
1:30 pm	<input type="checkbox"/> Resume Writing	<input type="checkbox"/> Managing Your TSP	<input type="checkbox"/> Diversity	<input type="checkbox"/> Talent Spotlight
3:15 pm	Break			
3:30 pm	<input type="checkbox"/> Bullying / Conflict	<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Wellness	<input type="checkbox"/> Talent Spotlight

Please arrange your schedules to attend the entire day.

Lunch and Other Accommodations

- I would like to purchase a lunch from Al's Courtyard Café (lunch order form is attached).
- I require an accommodation (please specify)

EMAIL Completed registration and lunch order forms to: TEAM.CFEDS@gmail.com, or fax forms to 216-522-7395





C-FEDS Lunch Order Form

Boxed Lunch - \$8.00
Al's Courtyard Cafe
Each lunch includes a pickle and a cookie

Payment for lunches will be collected in the 31st Floor Reception Area on the morning of registration. Lunch orders must be placed by **March 4, 2013**.

NAME: _____

Traditional Boxed Lunch Option

Pick one: Kaiser Roll
 Croissant
 Jewish Rye

Pick one: Corned Beef
 Roasted Turkey Breast
 Baked Ham
 Tuna Salad

Side

Pick one: Macaroni Salad
 Potato Salad
 Chips

Choice of Beverage

Bottled Water
 Coke
 Diet Coke
 Orange Pop
 Grape Pop
 Ginger Ale