



Motivating and Leading People

Dates: August 24 – 25

Location: Washington, D.C.

Cost: \$995

Continuing Education Units: 1.5

OPM Competency: Leading People

Seminar Overview

The research is consistent – to manage well, you must begin by building strong relationships with your employees and colleagues. With that premise in mind, this seminar will help you improve your relationships with an emphasis on three key management areas:

- Adapting to Your Employees' Needs
- Coaching for Success and Improvement
- Motivating for High-Performance

Sample Agenda

The following sample agenda outlines the key themes and activities that we will cover during this two-day course. Please note that we will occasionally amend the agenda to reflect the interests of the class.

Day 1 (8:30 to 4:00)

- **Action Planning Overview:** To make this seminar actionable, we will introduce our action-planning process and ask you to share a management challenge that you are interested in addressing.
- **Management Best Practices:** Working with other participants, you will debate the characteristics of an effective manager.
- **Understanding Your Leadership Style:** The DiSC® Profile – a leadership and management assessment – will help you understand your management style and how this style affects your relationships with others.
- **Relating to Others:** Using the DiSC, you will engage in discussions and exercises to help you relate to others and maximize your relationships.
- **Adapting your Behavior Simulation:** You will then have the opportunity to practice adapting to different personality types through a simulation exercise.
- **Adapting Your Leadership Style to Meet Employee Needs:** Each of your employees has different developmental needs based on their experience and level of engagement. As a leader, it is important to assess the needs of your employees and adapt your leadership style to meet these needs.
- **Group Action-Planning Exercise:** You will engage in a group action-planning exercise to reinforce the lessons learned and discuss the application to your work.



Day 2 (8:30 to 4:00)

- **Introduction and Debrief:** What was the most meaningful lesson you learned yesterday? How will you apply this lesson to your job?
- **Delegation:** You will learn strategies to decide what to delegate, to whom, and how, and you will apply these strategies in a group exercise that will force you to grapple with hard tradeoffs.
- **Coaching for Success and Improvement:** We will provide tips for delivering effective feedback and coaching for improved performance. You will also receive a discussion planning tool to help you apply these practices back at work.
- **Coaching for Success and Improvement Simulation:** You will then practice delivering feedback in a small group simulation, after which you will receive constructive criticism from your peers.
- **Q&A with John Palguta:** John Palguta, Vice President of Policy and Research at the Partnership for Public Service, will provide an overview of government management practices. John is a human resource management expert and a SES retired from the Merit Systems and Protection Board.
- **Motivating Employees:** Using the Partnership's *Best Places to Work in the Federal Government* research, we will introduce common factors that drive employee engagement and give you the opportunity to identify tangible action steps by brainstorming with your peers.
- **"Gen Y in the Workforce" Case Study:** You will work with others to analyze a case study that illustrates the challenges of managing, particularly in a multi-generational workforce.
- **Feed Forward and Action Planning:** To help you apply lessons learned back to your job, we will conclude with an exercise called Feed Forward. This fast-paced exercise – developed by executive coaching expert Marshall Goldsmith – will help you solicit ideas from peers to address your action challenge.

Our Approach: Learning by Doing

The *Annenberg Leadership Seminar's* experience is defined by our emphasis on action-learning and individual attention. We help translate classroom lessons into results through interactive class discussions, practical exercises and action planning. Our team is available to provide ongoing support as participants return to their agencies.

Register Now

You may register in one of two ways:

- 1) Online through our Web site at www.ourpublicservice.org/alix. When registering online, you may opt to pay with credit card or request an invoice.
- 2) Directly with the Partnership by contacting Kevin Brady at kbrady@ourpublicservice.org or 202-775-6880. We can process credit cards over the phone or issue an invoice to be paid by check or money order.

For additional information on the payment process or completing training forms (e.g., SF-182), please see our FAQs or contact Kevin at the above email address or phone number.