



Executive Communication Skills: Leading the Process of Change

Successful Federal executives rely heavily on effective communication with colleagues and team members as they work to fulfill their agencies' strategic vision. Through theory and practice, this interactive seminar offers theories and practice for essential interactions when leading during periods of change.

- Explore the key concepts of effective leadership and communication.
- Develop new leadership skills by focusing on your own work experiences.
- Learn tools and strategies for overcoming barriers to change in your organization using effective interpersonal communication.



Enhance Your Communication and Leadership Skills with Personalized Attention and Feedback

This fast-paced Federal Executive Institute (FEI) course uses role-playing exercises, simulations of real-world experiences, and other small- and large-group activities to improve the communication skills Federal executives need to convey their message effectively.

The small class size—one faculty member for every four or five executives—guarantees personal attention to address your unique needs and overcome your personal leadership challenges.

EXECUTIVE DEVELOPMENT

COMPETENCIES

- Interpersonal Skills
- Influencing/Negotiating
- Oral Communication
- Team Building
- Leveraging Diversity

DATES & LOCATIONS

November 14–18, 2011

At the Federal Executive Institute in Charlottesville, VA

The FEI facility is located in a campus setting near the University of Virginia and the Blue Ridge Mountains, approximately two hours southwest of Washington, DC.

For information on presenters and day-to-day schedules, please go to www.leadership.opm.gov

Register Now for the Executive Communication Skills: Leading the Process of Change Seminar

This program is designed for Senior Executive Service (SES) members, GS-15s and their equivalents in state, local and international government.

In a 1:5 faculty-to-student-ratio environment, participants will benefit from receiving feedback from their peers and instructors on a personal level.

Use the Power of Communication to Inspire Teams to Follow Your Lead

- Explore the theory behind and application of effective leadership and communication skills.
- Practice enhanced listening, inquiry and feedback skills.
- Become better prepared to lead your colleagues in a changing world.
- Devise new ways to communicate your vision and encourage others to follow your lead.

TUITION

\$4,600

Tuition includes all educational services, materials, meals and lodging.

LEAD

This seminar meets the executive track requirements of the LEAD Certificate Program.

Leadership Education & Development Certificate Program—A complete leadership development curriculum for current and aspiring government leaders, providing official recognition of achievement at every level. For more info, go to www.leadership.opm.gov/certificates/LEAD/index.aspx

RECOMMENDED PRIOR COURSE

Leading Across Generations

SUGGESTED FOLLOW-ON COURSE

Leading Through Constructive Conflict

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Three Ways to Register

1. Register Online at www.leadership.opm.gov

Initiate course registration with your Government Purchase Card payment, the fastest way to reserve your space. Use your own agency-specific procurement forms. Once we have received your payment, you will receive confirmation within two business days.

2. Fax a Registration Form, found in a catalog or online. This form can be used for courses at the Federal Executive Institute or Management Development Centers.

3. Contact a Representative Customer Service Office:

Toll Free: 888-676-9632
Phone: 304-870-8008
Fax: 304-870-8078
TDD/TTY 304-870-8066
Email: register@opm.gov



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