



Center for Leadership Development

Managing the Flexible Workplace

As more and more Federal workers take advantage of flexible work arrangements, managers and supervisors are faced with a unique challenge of overseeing a mix of remote workers, teleworkers and onsite staff without sacrificing performance. This course addresses best practices, strategies and methods for maintaining high performance regardless of where an employee sits.

- Understand the expectations of the administration and Congress for alternative work arrangements in the Federal Government.
- Explore strategies for maintaining and managing performance whether employees are onsite or offsite, and learn guidelines and procedures for establishing flexible arrangements in your workplace.
- Develop specific plans for applying learned techniques to your workplace.



Maintain High Performance and Achieve Results in the Nontraditional Federal Workplace

Through instruction and sharing best practices, this course offers effective methods for supporting high performance regardless of employee location—without making more work for you as the supervisor!

SKILL IMMERSION

COMPETENCIES

- Interpersonal Skills
- Leveraging Diversity
- Influencing/Negotiating
- Accountability
- Continual Learning

TUITION

\$2,200 Non-Residential

DATES

May 5–7, 2015 EMDC–Union Square
Sep 9–11, 2015 EMDC–Union Square

LOCATION

EMDC–Union Square
999 North Capital Street , NE
Washington, DC 20002

This training facility is located in Washington DC's thriving NoMa submarket, just blocks from Capital Hill and Union Station.

To register, please visit the course page:
[HTTPS://LEADERSHIP.OPM.GOV/PROGRAMS.ASPX?C=120](https://leadership.opm.gov/programs.aspx?c=120)

“My office is just now starting a pilot program for remote workers. This course will help me better understand and give more meaningful input to this effort. I am now in a better position to discuss and promote remote working with management and peers.”

Register Now for Managing the Flexible Workplace

This course is designed for managers and supervisors seeking to acquire tools, tips and tactics to effectively manage the performance of employees in nontraditional work arrangements.



An Overview of Best Practices and Strategies for Managers and Supervisors of Onsite and Offsite Staff

- Analyze your agency's policies and procedures for flexible work arrangements.
- Learn guidelines and procedures for establishing flexible work arrangements in your organization.
- Examine the factors that create a performance-based flexible work environment.
- Apply performance management principles for a results-based workplace.
- Create specific strategies for applying techniques learned in the course to your workplace.

LEAD

This course meets the requirements for the Supervisor level 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 <http://cldcentral.usalearning.net/mod/page/view.php?id=249>

RECOMMENDED PRIOR COURSES

Supervisory Development I: Fundamentals
Supervisory Development II: Learning to Lead

SUGGESTED FOLLOW-ON COURSES

Coaching and Mentoring for Excellence
Conflict Resolution Skills
Engaging and Encouraging Employees

To register, please visit the course page:

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CLD's Customer Service number is changing!

Reach us after 12/12/2014 at 202-606-0008

Three Ways to Register

1. **Register Online at <http://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 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



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

<http://leadership.opm.gov>

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