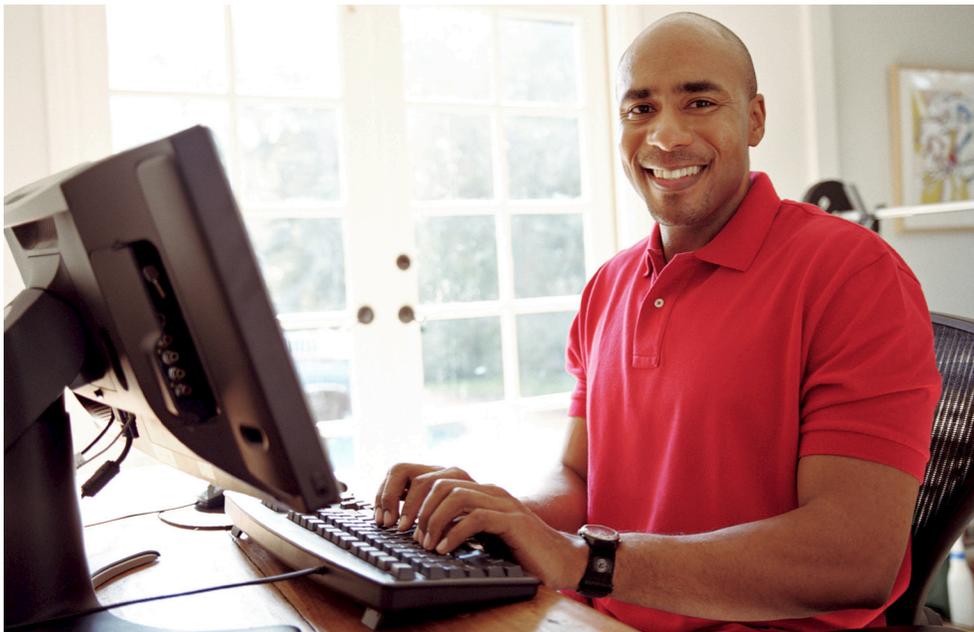




Managing the Flexible Workplace

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 seminar 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 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 seminar offers effective methods for supporting high performance regardless of employee location, without making more work for you as the supervisor of these individuals.

SKILL IMMERSION

COMPETENCIES

- Interpersonal Skills
- Leveraging Diversity
- Influencing/Negotiating
- Public Service Motivation
- Continual Learning

ACADEMIC CREDIT

3 Graduate credits may be available upon completion.

DATES & LOCATIONS

April 10–12, 2012

July 10–12, 2012

At the Eastern Management Development Center in Shepherdstown, WV

This training facility is 70 miles from Washington, DC in the Blue Ridge Mountains above the Potomac River.

September 25–27, 2012

At the Western Management Development Center in Aurora, CO

This facility offers a campus-style learning environment convenient to both Denver and the majestic Rocky Mountains.

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

“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 the Managing the Flexible Workplace Seminar

This seminar is designed for managers and supervisors seeking to acquire tool, tips and tactics to effectively manage nontraditional work arrangements.

Managers and supervisors who provide support and oversight to an office with remote staff will also benefit from this course.

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

- Understand the expectations of Congress and the administration for the flexible Federal workplace.
- 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 seminar to your workplace.

“Telework is highly encouraged, and this course has provided support and good reference information on how to successfully manage this resource.”

TUITION

\$2,575

Tuition includes materials, meals and lodging.

LEAD

This seminar meets the supervisor 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

Supervisory Development Seminars I and II

Management Development Seminars I and II

SUGGESTED FOLLOW-ON COURSES

Crisis Leadership Workshop

Conflict Resolution Skills

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

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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