



Baltimore Federal Executive Board

Fallon Federal Office Building – Suite 820A

31 Hopkins Plaza

Baltimore, Maryland 21201

Interagency Human Capital Council Equal Employment Opportunity, Diversity & Inclusion and Disability Awareness & Employment Committee

DATE: March 15, 2012

FROM: Richard H. Howell, Executive Director, Baltimore Federal Executive Board

SUBJECT: **1st Annual Equal Employment Opportunity Diversity & Inclusion and Disability Awareness & Employment Training Symposium – June 6, 2012**

TO: Federal Agency Heads, Personnel Directors, EEO Directors, and Special Emphasis Program Managers, Tribal, State and Local Government Partners, Employers, and Employees

The Baltimore Federal Executive Board (FEB) is pleased to announce its **1st Annual Equal Employment Opportunity Diversity & Inclusion and Disability Awareness & Employment Training Symposium on Wednesday, June 6, 2012**. The program will be held at Martin's West, 6817 Dogwood Road, Baltimore, Maryland 21244. Registration will be open from 7:00 a.m. to 8:00 a.m. The program will run from 8:00 a.m. to 4:00 p.m.

This year marks the 50th anniversary of the establishment of the FEBs in 1961 as directed by President Kennedy. For **50 years**, the Federal Executive Board has provided valuable outstanding & cost effective service to ensure an effective workforce. Now the spectrum is broadened by adding Diversity and Inclusion making this year's theme ***"Many People Moving in One Direction."*** Among our featured dynamic speakers, who will uplift and inform our Symposium participants, will be: **Kareem Dale, Special Assistant to the President for Disability Policy Appointed by U.S. President Barack Obama, Reginald F. Wells, Ph.D.**, Deputy Commissioner for Human Resources, Social Security Administration, and Chair, Baltimore Federal Executive Board; **Carolyn Colvin**, Deputy Commissioner of the Social Security Administration; **Veronica Villalobos**, Director of Diversity & Inclusion Office of Personnel Management; **Marian Vessels**, Director of Mid-Atlantic ADA Center; and **Bob Williams**,

Associate Commissioner for the Office of Employment Support Programs, Social Security Administration.

The registration fee is \$95.00, which includes a bag, program materials, continental breakfast, lunch, breaks, interactive workshop sessions and access to a number of vendors and exhibitors. This training will be of value –both professionally and personally– to agency employers and employees alike. The maximum number of attendees is 250. Seating is limited. Early registration is strongly encouraged!

The workshop sessions will be carefully planned and structured to meet the *U.S. Office of Personnel Management's Training Standards*. The sessions will involve and define fundamental areas in establishing a Coordinated Government-Wide Initiative to Promote Diversity and Inclusion in the Workforce that includes increasing Federal Employment of Individuals with Disabilities and Veterans Employment Initiative. High level innovative speakers will cover such topics as Diversity and Inclusion, Working with Individuals who are Deaf or Hard of Hearing, Generational Diversity in the Workplace, Ticket to Work, and VETSUCCESS. Concurrent sessions will run for 90 minutes in the morning and in the afternoon. The workshops are identified on the attached registration form.

Each attendee should register online with a credit card at <http://www.cvent.com/d/fcq05s>. Persons who must pay by check must first contact Janice Burke at **Janice.M.Burke2.civ@mail.mil** or Gail Dixon at **G2Dixon@bop.gov**.

Please complete your registrations **no later than May 23, 2012**. Registration confirmation will be provided after the online registration is made. Registrations by check will not be confirmed. No tickets are being used. Names will appear on a master registration listing and will be used to check in participants on the day of the event.

Questions or concerns should be addressed to Janice Burke, at **Janice.M.Burke2.civ@mail.mil**, Registration Subcommittee Chairperson or Gail Dixon at **G2Dixon@bop.gov** Registration Subcommittee member. Contacts are by email only.

Thank you. We look forward to your participation.

Attachments:

1. Registration Form
2. Agency Reservation
3. Workshop Synopses

CF:

Board of Directors, Federal Executive Board
Executive Director, Federal Executive Board
Interim Chairperson, Interagency Human Capital Council
Members, EEO, Diversity & Inclusion and Disability Awareness & Employment Committee



EARLY REGISTRATION FORM

1st Annual Equal Employment Opportunity Diversity & Inclusion and Disability Awareness & Employment Training Symposium

•Wednesday, June 6, 2012•

Martin's West – Baltimore, Maryland

Online registrations *only* • No training forms accepted

We Strongly Encourage You to Wear Business Attire

REGISTRATION INFORMATION (Please type or print clearly) + denotes required information		
First Name +	Middle Initial	Last Name +
Federal Agency/Organization + :		
Work Address +		Mail Stop:
City + :	State + :	Zip + :
Daytime Phone + :		Email + :
Emergency Contact Information (required)		
Contact Name:		Phone:
Special Accommodations (Please select if required)		Menu (choose one)
<input type="checkbox"/> Mobility <input type="checkbox"/> ASL Interpreter <input type="checkbox"/> Large Print Material <input type="checkbox"/> Braille <input type="checkbox"/> Other: _____		<input type="checkbox"/> Herb Salmon & Breast of White Hen <input type="checkbox"/> Vegetarian – Pasta Primavera <input type="checkbox"/> Kosher Meal
Workshop Sessions (Select AM and PM)		
9:45 – 11:15 AM <input type="checkbox"/> Diversity & Inclusion <input type="checkbox"/> Working Together With Individuals Who are Deaf or Hard of Hearing <input type="checkbox"/> Generational Diversity in the Workplace		12:45 – 2:15 PM <input type="checkbox"/> Leveraging Diversity with Untapped Talent: Employing People with Disabilities <input type="checkbox"/> VETSUCCESS With Multiple Employment Opportunities for Many

TRAINING PROGRAM REGISTRATION FEE is \$95.00: Pay by credit or debit card **online** to the below URL.

Registration includes a bag, program materials, continental breakfast, training sessions, sit-down plated lunch, plenary sessions, refreshment breaks, and access to vendors. Confirmation of your registration and payment will be emailed to your Federal agency. PERSONS WHO OPT TO PAY BY CHECK MUST FIRST CONTACT: JANICE BURKE AT: Janice.M.Burke2.civ@mail.mil or Gail Dixon at G2Dixon@bop.gov ;

ONLINE PAYMENT TO : <http://www.event.com/d/fcq05s> **Checks must be made payable to FEB.**

Persons paying by check must send a properly completed registration form for each participant to Federal Executive Board NO LATER THAN May 23, 2012 ;

Total Amount submitted: \$ _____

CANCELLATION POLICY: Registration is non-refundable after **May 23, 2012**. Only early transfers are accepted for substitutions. Forfeited fees cannot be applied to future training programs.

AGENCY RESERVATION AND CONSOLIDATED REQUEST FORM
1st Annual Equal Employment Opportunity Diversity & Inclusion and
Disability Awareness & Employment Training Symposium

JUNE 6, 2012

DEADLINE FOR REGISTRATION: May 23, 2012

INSTRUCTIONS: Please type and complete the following information below and attach an Excel alphabetical list of participants. The total number of participants should equal the total number of individual registrants. Please keep a copy of this form and a list of participants including all completed registration forms for your Agency records.

Name of Agency or Installation: _____

Name of Agency Manager/Coordinator: _____

Phone Number of Manager/Coordinator: _____

Address of Agency Manager/Coordinator: _____

Online Registration Receipts: \$ _____

Check Payments: \$ _____

Number of Seats Required: _____

= Total Amount Enclosed: \$ _____

**SEND OR DELIVER RESERVATION FORM AND PAYMENT RECEIPTS TO FEB NO LATER THAN
MAY 23, 2012:**

Baltimore Federal Executive Board
Attn: EEO Diversity & Inclusion
Training Symposium
Fallon Federal Building
Suite 820A
31 Hopkins Plaza
Baltimore, MD 21201

NO SHOW, CANCELLATION, AND SUBSTITUTION POLICY: The Baltimore Federal Executive Board is not a funded activity. It is necessary that activities which require funds be self-supporting for the program. Refunds and cancellations will be permitted until the **deadline date of May 23, 2012**. Refunds will not be made after this date. Individuals or agencies that have made reservations but have not paid and are not present will be billed. The Baltimore Federal Executive Board authorizes and encourages the transfer of paid registrations as substitutions. No substitutions may be made after May 29, 2012.

CREDIT CARD PAYMENT: _____ <http://www.cvent.com/d/fcq05s> _____

CHECK PAYMENTS: Contact Janice.M.Burke2.civ@mail.mil or G2Dixon@bop.gov if you have any questions.

**1st Annual Equal Employment Opportunity Diversity & Inclusion and
Disability Awareness & Employment Training Symposium**

**Wednesday, June 6, 2012
Martin's West
Baltimore, Maryland 21244**

Program Workshop Synopses

□ **Diversity & Inclusion**

Bruce Stewart, Deputy Director Training, Compliance, and Strategic Initiatives, Office of Diversity and Inclusion, Office of Personnel Management is responsible for the coordinated implementation of the U.S. President's Executive Order on Diversity and Inclusion.

Terance Edwards, Senior Equal Employment Opportunity Program Manager for the Eastern Region, Transportation Security Administration and Federal Air Marshal Service for the Office of Civil Rights and Liberties- Diversity Management and Support Operations Division has been very active in the area EEO/Diversity and Civil Rights and is a strong advocate of equal access for the disable.

SYNOPSIS: This workshop will encourage and show how to gain the maximum benefit from an increasingly diverse workforce, how to work better together because of our differences not despite them. Provide concrete strategies and best practices to recruit, hire, include, develop, retain, engage and motivate a diverse, results-oriented, high performing workforce. Will focus on critical areas:

- Federal Interagency Diversity and Inclusion Partnerships
- Workforce Diversity & Inclusion Priorities, Actions, and Sample Practices
- Sustainability Priorities, Actions, and Sample Practices
- The Path Forward; Diversity, Inclusion, and Innovation Connection

□ **Working Together with Individuals who are Deaf or Hard of Hearing**

Lisa Kornberg, Director of the Governor's Office for the Deaf and Hard of Hearing. Lisa Kornberg has over twenty-five years of experience as a hard of hearing professional providing advocacy, technical assistance, program development and policy making services to the deaf and hard of hearing residents of Maryland. She became the Director of the Governor's Office of the Deaf and Hard of Hearing in April 2008. Since her appointment, Lisa has instituted a comprehensive outreach plan to educate various state and local government agencies about the diversity among and needs of individuals with hearing loss.

SYNOPSIS: In this workshop, we will show the importance of providing accessible services In a world of diversity, that includes the deaf and hard of hearing.

- Describe continuum and types of hearing loss
- State the impact of hearing loss on communication
- List strategies for effective communication

- Describe the role of adaptive equipment and how to access equipment
- Summarize the roles and limitations of interpreters
- Understand accommodations

□ **Generational Diversity in the Workplace**

Eileen Barkas Hoffman, Commissioner & Project Director at Federal Mediation & Conciliation Service

Denise Patterson McKenney, Commissioner & Director of Equal Employment Opportunity at Federal Mediation & Conciliation Service

“Change will not come if we wait for some other person or some other time. We are the ones we’ve been waiting for. We are the change that we seek.” (Barack Obama)

The presenters have developed a variety of workshops and programs dealing with cultural diversity, generational conflict and communications, and cultural diversity in the workplace. This look at the four generations in the workplace has been conducted with labor, management, government, academic, non-profit, organizations as well abroad. They also mediate collective bargaining labor disputes and those concerning individual rights complaints in the workplace, equal employment opportunity, and age and disability discrimination. The presenters facilitate large multi-party discussions and mediate Negotiated Rulemaking committees for federal agencies. They have also developed a negotiation and mediation course with the US Marine Corps.

This is the first time in history where four generations are in the workplace simultaneously. We need to know how to connect with other generations in order to connect with not only our colleagues but also our customer base.

SYNOPSIS: This workshop will help you think about what lies below the ‘water line’, This involves considering those factors that are not highly visible. Generational diversity Is merely one variable of diversity. You will gain insight to:

- Increase awareness of generational backgrounds and how they impact on leadership, teamwork and communication styles.
- Greater understanding of the generational similarities and differences.
- Strategies to increase effectiveness when interacting with the different generations.

Appreciation and greater understanding of the generational diversity that exists within our society and workplaces will enable us to leverage on the differences, giving individuals and organizations greater competitive advantages. Diverse teams create better solutions if well managed.

□ **Leveraging Diversity with Untapped Talent: Employing People with Disabilities**

Dr. Kristen Medley-Proctor, Deputy Associate Commissioner, Office of Personnel, Social Security Administration, Baltimore, Maryland

SYNOPSIS: Challenges in disability hiring and retention continue to be a national issue. Individuals with disabilities make up the largest minority in America – some 54 million individuals – and two-thirds of this labor pool is untapped. In an effort to address this issue within the Federal government, Presidential Executive Orders have urged Federal agencies to improve their performance in this area. It is incumbent upon us to respond to the challenge and leverage the strength and diversity that lies within this untapped labor pool.

In response, leaders across Government are establishing comprehensive and effective strategies for enhancing recruitment, development, support, and retention of individuals with disabilities. At the Social Security Administration (SSA), our mission drives our business case for diversity. We recognize that individuals with disabilities are an important part of America's tapestry, an integral part of our workforce, and a valuable asset toward providing service to the American public.

SSA has been a long-standing leader in the Federal Government and model employer for individuals with disabilities. Our approach toward inclusion further enhances our diversity—reaching beyond the traditional definitions of race, ethnicity, and gender to include the talents and perspectives of individuals with disabilities. As we prepare for the workforce of the future, we are implementing a comprehensive employment and support program that allows us to continue to tap into the talents of individuals with disabilities.

In this workshop, we will discuss SSA's best practices in the recruitment, employment, and support of employees with disabilities in our workforce; including:

- Leveraging leadership commitment within the organization;
- Implementing skill development and employment strategies, including referral and placement methods and using available employment programs;
- Conducting effective marketing and outreach strategies, such as targeted recruitment and partnership development; and
- Establishing support structures through reasonable accommodation and other resources.

□ **VET SUCCESS With Multiple Employment Opportunities for Many**

William Slemmer, Acting Director, U.S. Department of Labor Veterans' Employment and Training Service.

Greg Alleyne, Supervisor of Employment & Outreach, U.S. Department of Veteran

Affairs' Oversight & Outreach Vocational Rehabilitation and Employment Service

SYNOPSIS: This workshop encourages diversity through Inspirational Veterans Outreach and Employment Initiatives by:

- Focusing on support programs that are outcome-focused and results-oriented. Encouraging business growth through the creation of an agile workforce-one that can respond quickly and effectively to the changing needs of business and the new economy.
- Striving to turn individuals into career entrepreneurs by equipping them with the information they need to develop the knowledge, skills and abilities sought after in the new economy.
- Bolstering opportunities for those less fortunate so they can gain the freedom to make sound economic decisions for themselves and their families.
- Upholding the principles of federalism and understand that states and local communities are the most competent administrators of our domestic concerns.
- Administering a workforce system that partners and connects with public and higher education systems to prepare the workforce of the 21st Century with career opportunities and skills in high job growth sectors.
- Ensuring that our youth workforce training programs have a strong educational component, since it is clear that income and opportunities increase exponentially with education credentials.
- Supporting strong families and vibrant communities by working with community and faith-based organizations.