

**To:** Jackson, Ryan[jackson.ryan@epa.gov]  
**From:** Employee Conduct & Performance and the EO Workshop  
**Sent:** Thur 8/31/2017 5:41:48 PM  
**Subject:** [SPAM] Just Announced: Managing Performance and Conduct: President EO 13781 Training

Please Review and Forward to Others In Your Organization Interested in  
***Implementing Workforce Accountability and  
Effective Performance Management Improvements***

***Potomac Forum Training Workshop***

**Beyond the Basics:  
Managing Performance and Conduct in the Modern  
Federal Workplace and How to Meet the  
Requirements of  
Executive Order 13781 Training Workshop**

***What Federal Executives, Managers, and Supervisors Need to Know to  
Succeed in Implementing Workforce Accountability and Effective  
Performance Management Improvements for Their Agencies.***

**Wednesday, September 27, 2017**

**Early Bird Reduced Registration Until Sept 15th**

Sponsored by:

**Potomac Forum, Ltd.**  
***the leader in high quality training since 1984***

**www.PotomacForum.org**  
**(703) 683-1613**  
**info@PotomacForum.org**

**Location of Workshop:  
Willard InterContinental Hotel  
Washington, D.C.**

**Potomac Forum Training Workshops are 100% Educational  
and NOT Sales or Marketing Events**

**The Press is Not Permitted to Encourage**

Candid Discussion in our 100% Learning Environment

**Overview:**

The President issued an Executive Order (EO) on March 17, 2017 which emphasizes the need to maximize employee performance by better managing poor performance and conduct and ensuring transparency in the Performance Improvement Process (PIP). This Potomac Forum Training Workshop for Government will provide information for Agency Executives, Managers and Staff to meet the long term requirements for workforce accountability and performance management efforts in response to the EO.

Experienced Human Capital Executives and Leadership Experts will share their insight and experience in developing and implementing long-term and near-term workforce management practices that will help attendees understand how best to improve performance, increase accountability and reduce costs.

This workshop will provide you with practical, easy to implement tools and resources to help you achieve the best results for managing performance and conduct in the workplace to achieve the goals of E.O. 13781 while enhancing employee performance to increase mission efficacy and increase retention.

**What You Will Learn:**

- Understand how to quickly differentiate between employee performance and conduct issues and what you need to know to quickly address employee discipline and/or termination

- Identify the competencies needed as a successful supervisor to maximize

**employee performance and how to avoid common pitfalls to managing performance and conduct in the modern workplace**

**- Know where to find practical support, assistance and resources to effectively deal with performance and conduct issues in the workplace**

**- Adopt promising practices that drive positive outcomes by leveraging the Federal Employee Viewpoint Survey Results into actionable steps to cultivate an inclusive, high-performing culture designed to retain top talent and maximize employee potential and performance**

**Why You Should Attend:**

**- Maximize employee performance by focusing on concrete steps to increase performance and effectively deal with poor performers;**

**- Optimize employee recognition programs designed to recognize, reward and retain top performers;**

**- Build your toolkit for cultivating a culture of engagement and accountability designed to achieve enhanced organizational and individual performance**

**Who Should Attend:**

**- Federal supervisors and managers**

**- Federal HR Executives, managers and staff**

**- Anyone responsible for implementing Agency restructuring plans**

**- Federal employees or members of employee affinity groups**

**- Communications practitioners responsible for leading change management and internal communications campaigns**

**- IGs and Staff**

**- Industry Partners who support the government**

**Press is NOT INVITED to attend this educational program**

**Format:**

**Lecture, guest speakers, and practical exercises.**

**CEUs Awarded Upon Workshop Completion**

**Press is NOT Invited to Register or Attend  
Early Bird Reduced Registration Until Sept 15th  
"Send-A-Team" Registration Fees**

**No Press to Promote Candid Discussion**

**Registration and Information:**

[www.potomacforum.org](http://www.potomacforum.org)

**Call: (703) 683-1613**  
[Info@PotomacForum.org](mailto:Info@PotomacForum.org)

**Sponsored by:**

**Potomac Forum, Ltd.**

***Providing High Quality Training to the Government Since 1982***

Potomac Forum, Ltd. is a proud Corporate Partner of



**The Association of Government Accountants**

**Please do not Unsubscribe from this  
"Conduct and Performance Workshop" Email List  
Potomac Forum educational programs address major government  
management initiatives.  
While this Workshop may not be of interest to you, other Potomac  
Forum  
programs may be of great interest and value to you and your  
organization.  
If you do Unsubscribe, you will be removed from the  
"Conduct and Performance Workshop" Email List.  
Thank You.**

This email was sent to: [jackson.ryan@epa.gov](mailto:jackson.ryan@epa.gov)

Go [here](#) to leave this mailing list or [modify](#) your email profile.  
We respect your right to privacy. [View](#) our policy.

This email was sent by: **Potomac Forum, Ltd.**  
400 North Washington Street , Alexandria , Virginia , 22314 , USA