



TRAINING FOR FEDERAL AGENCIES

Rudman Wink Associates offers dynamic seminars addressing a number of topics related to the federal personnel system and leadership--Discipline and Performance, Motivation and Engagement, Equal Employment Opportunity, Telework and Leave Issues, relationship between union and management, and much more. We also provide executive coaching and strengths coaching.

*Strengthened through Knowledge * Fortified by Experience*, our highly qualified team has federal management experience, legal expertise, and institutional knowledge. Course instructors have more than 25 years of experience working for the federal government, serving in key management positions as well as representing federal agencies in administrative hearings before the MSPB and EEOC. We have been meeting the training needs for Federal agencies through informative, practical, engaging seminars for over 20 years. We have presented more than 1200 seminars to federal agencies and audiences. In the past five years (2012-2015) we provided over 300 presentations to myriad Federal audiences in multiple settings. Our programs are a featured part of agency leadership and supervisory programs.

Seminars for Supervisors

Our executive education programs focus on leadership and management including the legal obligations of Federal managers and supervisors. Our courses offer the training needed to meet the statutory obligations and OPM requirements for supervisors. The next few pages contain descriptions of the most popular courses we offer for supervisors.

We also package our supervisory course content into nine separate half-day training modules for **Managing the Federal Employee**. The content of each module can be combined with any other module to meet your specific needs. Tell us what you want, and we'll work with you to create a customized, perfect one, two, or three-day supervisory training program.

Conduct Issues Discipline Process	Federal Sector Hiring	Labor-Management Relations
Performance Management	Motivation and Engagement	Rights and Responsibilities
Leave and Telework	Federal Sector EEO Process/Issues	Refresher Workshops

Seminars for Employees and Teams

We also offer **Understanding Your Rights and Responsibilities as a Federal Employee**, specifically designed for agency employees and **Maximizing Strengths to Build Highly Effective Teams**.

Contractor Information

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We are:
*Small Business *Woman-Owned *Veteran-Owned
*Service Disabled Veteran-Owned Business

Managing the Federal Employee: Discipline and Performance

Target Audience: Executives, Managers, and Supervisors

Length: One or Two-Day Seminars

Description: This is our signature course, regularly taught at the Brookings Institution and throughout the country to many agencies in the federal government. Presented in an interactive and entertaining style, we use real-life examples to teach the nuts and bolts of federal personnel law. Our course provides managers and supervisors tools and strategies needed to handle employee discipline and performance issues, ranging from the why and how of informal counseling to formal discipline process to removal actions with appeals to the Merit Systems Protection Board (MSPB). In our seminar, managers and supervisors learn how to defend against Equal Employment Opportunity (EEO) and Whistleblower Retaliation complaints as well as handle medical/disability issues and employee requests for “reasonable accommodation.”

Attendees gain an understanding of their legal rights and responsibilities as well as increased confidence in dealing with difficult employees. During the course, we challenge participants with written exercises and practical tools to find solutions and resolve problems relating to performance and/or conduct issues.

“Wow! What a great and empowering class. It gave me confidence and was the best management class I have taken in 30 years.”
MFE Participant

Managing the Federal Employee: Refresher Workshop

Target Audience: Executives, Managers, and Supervisors

Length: One-Day Workshop

Description: This advanced one-day course is structured as a workshop and is designed as a follow-up to the basic course, *Managing the Federal Employee Discipline and Performance Process*. Managers, supervisors, and team leaders will get a brief refresher of their rights and responsibilities in the workplace and then have an opportunity to practice those skills in the workshop setting. This workshop is particularly helpful for supervisors who are dealing with employee conduct and/or medical issues. After attending this course, participants will be able to: proficiently conduct informal counseling with an employee; develop strategies for documenting employee issues; understand and participate in the Reasonable Accommodation Process; successfully respond to leave problems; and formulate an effective management response to employee conduct and performance issues.

Managing the Federal Employee: Motivation and Engagement

Target Audience: Executives, Managers, and Supervisors

Length: One-Day Seminar

Description: “*Managing the Federal Employee: Motivation and Engagement*” is a one-day class designed for agency supervisors and managers seeking to improve morale of their work group and create a high-performance organization. We start with a foundation in human motivation and build on that understanding with best practices in employee engagement. Using a strength-based leadership approach, attendees take the Gallup’s Strength-Finder inventory and use their individual results in group exercises as well as learn how to replicate the activity for their own team. We end with exercises and group discussion of the many ways a federal supervisor can motivate, engage, and reward employees for outstanding performance through both informal and formal means. Takeaways include executable action plan for motivation and engagement.

Labor-Management Relations in the Federal Sector: An Orientation for Supervisors and Managers

Target Audience: Executives, Managers, and Supervisors

Length: One-Day Seminar

Description: This one-day class teaches supervisors their rights and responsibilities of management and labor. We take a close look at legal requirements and practical issues facing labor and management. We explore various labor topics including the basic bargaining obligation, collective bargaining agreements, formal discussions, “Weingarten” rights, unfair labor practices, and grievances. Emphasis is on meeting management responsibilities while creating a high performing team and a positive working relationship with the union and bargaining unit employees.

EEO and the Federal Employee: Education and Prevention

Target Audience: All Federal Employees; Executives, Managers and Supervisors

Length: One-Day Seminar

Description: This comprehensive in-person interactive EEO class is designed specifically for the federal workforce. It can be used for “all-hands” training or tailored for supervisory training addressing common EEO issues from a supervisor’s viewpoint. Attendees leave with a better understanding of anti-discrimination laws and dynamics when they are applied in the federal workplace. Attendees receive an educational foundation in gender, race, age, disability, and religious discrimination issues and are taught how to use preventative measures and tools to avoid common pitfalls. This one-day class is filled with comprehensive material and examples; our approach and presentation are designed to be entertaining and interactive. The class begins with a fun and thought-provoking ice-breaker exercise and concludes with game-show summary of learning. This class can be tailored to provide EEO training as corrective action for an Agency addressing specific EEO issues or incidents.

Maximizing Strengths to Build Highly Effective Teams

Target Audience: Executives, Managers, and Supervisors and their Teams

Length: Half-Day and One-Day Seminars

Description: “Maximizing Strengths to Build Highly Effective Teams” is a dynamic course that combines a deep understanding of each team member’s strengths with an awareness of how these strengths can help the team achieve maximum effectiveness. Organizations often seek to enhance a team’s effectiveness as the organization prepares for greater responsibilities, implements a significant organizational change, or absorbs new team members. This course will provide the executives, managers, supervisors and team members with insights into their strengths as individuals and team members. Prior to the course, attendees will take the Clifton StrengthsFinder® Assessment, which is a series of 117 paired statements, used to identify each individual’s top five talent themes.

Understanding Your Rights and Responsibilities as a Federal Employee

Target Audience: All Federal Employees

Length: Half-Day and One-Day Seminars

Description: In “Understanding Your Rights and Responsibilities as a Federal Employee” we teach employees about their basic rights and responsibilities in the federal workplace. We present a broad range of topics including an employee’s basic obligation to follow orders, what it means to be insubordinate, and other employee offenses. We also explain employee protections provided in the prohibited personnel practices. In our experience, employees who have a clear understanding of their supervisor’s expectations as well as their own obligations and rights contribute to a high performing culture in their federal agency.



“I have taken other courses on the same subject and have left the training depressed and frustrated over what I couldn’t do. Ms. Wink’s class offered hope and highlighted what was possible and provided guidance to make it happen! Thank you for dispelling the myths!” *Class Participant*