

NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES

PO Box 23276 / WASHINGTON, D.C. 20026-3276

**NHCFAE 2018 National Training Conference
List of Training Sessions
Conference dates July 10 – 12, 2018
Conference Theme Forty Years of Unity, Pride, and Success**

Note: Training Session will be of Conference/discussion type, with visual presentations.

Tuesday, July 10, 2018

TOPIC: Conference Welcoming

Presenter: Terry Biggio, Regional Administrator Southwest, ASW-001

Duration: .5 hour

TOPIC: Conference Keynote Speaker

Presenter: Dan Elwell, Acting FAA Administrator, AOA-001

Duration: 1.0 hour

TOPIC: Concurrent Training Sessions

- *Coaching and Mentoring – FAA49820677*
 - **Presenter:** Rose Catania, Executive Assistant, Central Technical Operations, AJW-C
 - **Overview:** Understand the basic skills and strategies associated with coaching and mentoring. Explain the differences between coaching and mentoring such as task versus relationship orientation, short versus long term, performance versus development outcomes. Use the Goals Reality Options Way Forward (GROW) coaching model for maximum effectiveness during coaching sessions. Recognize your Mentoring Style and understand the of Stages of Mentoring for effective mentoring sessions.

- *Interview Streaming Tool – Leadership Development & Succession Planning*
 - **Presenter:** Elayne Gomes-Battle, Management and Program Analyst Training & Development Infrastructure Team, AJG-L31
 - **Overview:** Interview Stream is a web-based tool that allows users to practice their interview skills by creating their own mock interviews. With



access to this tool, employees can practice their interview skills and prepare for success. Interview Stream allows you to choose from over 7,000 interview questions, to create your own custom interview, save it, share it, and critique it for improving your interview skills. In addition, sets of questions can be developed for specific purposes such as providing practice questions for employees in succession planning.

Duration: 1.0 hour

TOPIC: Critical Incident Stress Management

Presenter: Christopher Fox, ASW Regional AEO-500

Overview: Whether it is a workplace violence incident, violence in the community, or natural disaster, trauma can leave victims and witnesses feeling unsafe and vulnerable. Every year, our FAA employees are impacted by unexpected tragedies and natural disasters. Utilizing the WorkLife Solutions services, learn how the FAA EAP's Critical Incident Stress Management Services and other benefits assist employees and managers on their road to recovery and resiliency after a tragic event.

Duration: 1.45 hour

TOPIC: Honing Your Leadership

Presenters: Marcos Orozco, Motivational Speaker

Overview:

Duration: 1.0 hour

TOPIC: Leadership Development & Succession Planning – Creating an Individual Development Plan (IDP)

Presenter: Elayne Gomes-Battle, Management and Program Analyst
Training & Development Infrastructure Team, AJG-L31

Overview: The Purpose of this session is to build awareness of existing succession planning and leadership development programs and services, leverage current programming and services and identify succession planning and/or leadership development gaps.

Duration: 1.0 hour



Wednesday, July 11, 2018

TOPIC: ATO/AVS/ARP Fire Side Chat

Presenter:

- Teri Bristol, Chief Operating Officer, Air Traffic Organization, AJO-0
- Ali Bahrami, Associate Administrator for Aviation Safety, AVS-001
- Winsome Lenfert, Acting Associate Administrator Office of Airports, ARP-001

Overview: Following presentation, executives will engage with the audience in a dialogue to advise them of the hiring strategies using a question and answer format. The participants will understand the FAA's goal of using talents and skills of all segments of society and enhance its ability to recruit, hire and promote a more diverse workforce.

Duration: 1.0 hour

TOPIC: Agency Supported Programs for Employee Involvement

Presenters:

- Annie Andrews, Assistant Administrator for Human Resource Management
- Courtney Wilkerson, Acting Assistant Administrator for Civil Rights

Overview: A discussion regarding Human Resource Management and Civil Rights programs.

Duration: .45 hour

TOPIC: Concurrent Training Sessions

- *Identity Theft: Prevention and Resolution – Magellan Healthcare*
 - **Presenter:** John Im LCSW, CEAP, Senior Account Executive, Megellan Healthcare
 - **Overview:** Protecting valuable personal information has become an increasing concern as the number of victims of identity theft has risen. This course highlights strategies to prevent identity theft and practical resolutions for victims.
- *Understanding ERR and Promotion Process*



- **Presenter:** David Herrington, Human Resources Administrative Project Manager, SW Regional Human Resource Services Division
- **Overview:** This session provides the audience with procedures on how to apply for ERR and what to expect thru the process. The session also provides instruction on applying for promotions.

Duration: 1 hour

TOPIC: Standards of Conduct and Accountability Board

Presenter: Regina Alcala, Manager, AHL-C300, ASW Labor Employee Relations

Overview: Overview of the Standards of Conduct set forth in the FAA Human Resources Policy Manual (HRPM). The Standards of Conduct is designed to encourage employees to maintain a level of behavior and performance that will promote the efficiency of the Federal service and conform to ethical principles.

Duration: 1 hour

TOPIC: Basic Interview Skills Workshop-FAA49820110

Presenter: Darrin Catania, Manager, Training and Administrative Team, ATO Central Service Center

Overview: Interviewing for a new job can be stressful. The best way to reduce the stress is to be prepared. This workshop shows you how to identify the types of interviews, prepare for an interview and tips on how to respond to commonly asked interview questions. This workshop also has an interactive format that provides hands-on practice and feedback.

Duration: 3 hours



Thursday, July 12, 2018

TOPIC: Diversity and Inclusion Panel

Presenters:

- Carmen Cantor, Director, Office of Civil Service Human Resource Management (CSHRM), Bureau of Human Resources, U.S. Department of State
- Dr. Zina Sutch, Director, Diversity & Inclusion, Office of Personnel Management (OPM)

Overview: Discussion on the strategies that are in place for diversity and inclusion and recruitment efforts.

Duration: .45 hour

TOPIC: Labor Management Round Table Discussion

Presenters:

- Patricia Gilbert, Executive Vice-President, National Air Traffic Controllers Association (NATCA)
- Andy Taylor, National President, Federal Aviation Administration Management Association (FAAMA)
- Mike Perrone, National President, Professional Association Safety Specialists (PASS)

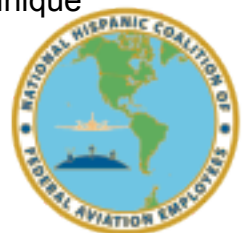
Overview: Labor Unions play a major role in the basic tenets of management, which have to do with employee rights, election activities, collective bargaining and settling disputes. Therefore, the most important things to know include how to respond to employees' request for representation by a union, as well as what to do when represented employees have concerns with as they relate to Collective Bargaining Agreements. This Table Discussion will also highlight current bargaining unit concerns and status on other initiatives that are of high interest in the diverse professional field workforce.

Duration: 1 hour

TOPIC: Creating KSA's for the FAA

Presenter: Darrin Catania

Overview: Knowledge, Skills and Abilities or KSA's, are a list of special qualifications and personal attributes that you need to have for a particular job. These are the unique requirements that the hiring agency wants to find in the person selected to fill a



particular job. A primary purpose of KSAs is to measure those qualities that will set one candidate apart from the others. This course is designed to help employees learn the fundamentals of creating clear and substantial KSA's.

Duration: 1.5 hours

TOPIC: Mock Interview Session

Presenters:

- Vaughn Turner, Vice-President, Technical Operations
- Glen Martin, Vice-President, Air Traffic Services
- Terry Biggio, Regional Administrator, Southwest Region

Overview: Providing effective feedback in the area of communicating your strengths and achievements during the interview process. Panel members will share best practices for a successful interview.

Duration: 1.30 hours

TOPIC: Hispanic Leaders Career Path

Presenter:

- Ignacio Flores, Manager, Airports Division, Southwest Region
- Jannette Ramos, Deputy Director, Office of Quality, Integration, & Executive Services
- Nick Reyes, Deputy Director, Office of Foundational Business, Flight Standards Service

Overview:

Duration: 1.0 hour

TOPIC: Female NHCFAE Members Fire Side Chat

Presenters:

Overview:

Duration: 1 hour

