



**Leadership Development
Lunch and Learn Series
Presented by
Special Emphasis Programs (SEP)
July - August 2004**

“Civilian Personnel Issues: Ask and Answer”

Thursday, 29 Jul, 1130-1230

Room: 2412 (J5 conference rm), HQ USSOUTHCOM

Presenter: Ms. Cheri Kenyon, Chief, Personnel, and Ms. Theresa Fitzpatrick, Human Resource Specialist, both of USSOUTHCOM, Mr. Tom Mulvihill, Human Resource Specialist, Civilian Personnel Advisory Center

Here's an opportunity for leaders and employees alike to ask our local Personnel staff all those "Always Wanted to Know but Didn't Know Who to Ask" personnel questions. Whether you have questions on the federal hiring procedures, training, performance evaluation, or adverse actions, our fine Personnel staff will do their utmost to provide you accurate, on-the-spot answers!

NOTE: Session scheduled in response to Federal Women's Program constituents' request.

To register, call or send an email message to **Renee Turner, Hispanic Employment Program Manager, x2661**

“Diversity Management”

Wednesday, 11 Aug, 1130-1230

Room 2305 (CCBR), HQ USSOUTHCOM

Presenter: Ms. Dottie Johnson, Diversity Manager, US Postal Service

Leaders who fail to manage diversity, quite simply put, fail to lead. A local leading authority in diversity management, will provide you tips on managing all aspects of workforce diversity. You'll hear how diversity issues do not arise merely the traditional ones of race and gender, but also from generational, socio-economic and many other perspectives. And you'll learn some diversity management strategies!

To register, call or send an email message to **Mary Kirton, Black Employment Program Manager, x2846**

“Resume, Resumix: Tricks of the “I Got a Federal Job Offer!” Trade

Wednesday, 18 Aug, 1130-1230

Room 2305 (CCBR), HQ USSOUTHCOM

Presenter: Ms. Theresa Fitzpatrick, Human Resource Specialist, USSOUTHCOM

Climbing the career ladder hinges partly on your inclusion on a promotion selection rosters. So, if you want to get ahead in the federal sector, here's your opportunity to hear some tips on preparation of your resume and use of the Resumix system. The information you glean will help demystify the Resumix system and help you be more successful in your attainment of leadership positions.

NOTE: Session scheduled in response to Federal Women's Program constituents' request.

To register, call or send an email message to **Mary Kirton, Black Employment Program Manager, x2846**

***Do something for yourself. You deserve it.
The time you spend will pay off in your professional life, and possibly personal life as well.
Do bring your lunch.***

Register early. Maximum 30 seats available for most sessions - some rooms have few seats available.

**All civilian employees, military members and contractors,
are welcome to attend all Leadership Development sessions.**

**NOTE: If use of HQ USSOUTHCOM room is pre-empted by mission requirements,
alternate location will be: USAG-M Conference room, suite 110, Codina building.**

**Leadership Development Series Sponsored by:
USAG-M Equal Employment Opportunity Office
Special Emphasis Programs**