

**NEW** Workshops Address  
the President's Five  
Government-wide Initiatives

JULY 9–AUGUST 28, 2002



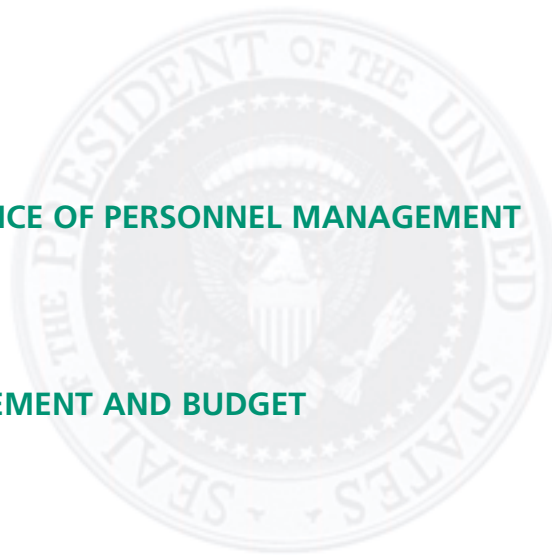
# The President's Management Agenda

OFFERED BY

THE UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

IN PARTNERSHIP WITH

THE OFFICE OF MANAGEMENT AND BUDGET





## President's Message

Excerpt from *The President's Management Agenda, Fiscal Year 2002*

“Government likes to begin things—to declare grand new programs and causes. But good beginnings are not the measure of success. What matters in the end is completion. Performance. Results. Not just making promises, but making good on promises. In my Administration, that will be the standard from the farthest regional office of government to the highest office in the land.

This Administration is dedicated to ensuring that the resources entrusted to the federal government are well managed and wisely used. We owe that to the American people.”

*George W. Bush*

# THE FAST TRACK TO “GETTING TO GREEN”

At the forefront of the President’s Management Agenda are five Government-wide Initiatives which focus on improving government performance. The Office of Personnel Management is offering a program of six new, highly focused Workshops which directly address the President’s Initiatives:

1. **Strategic Management of Human Capital**
2. **Competitive Sourcing**
3. **Improved Financial Performance**
4. **Expanded Electronic Government**
5. **Budget & Performance Integration**



**GETTING  
TO  
GREEN**  
IMPROVING  
GOVERNMENT  
PERFORMANCE

*“Our faculty at the Federal Executive Institute and the Management Development Centers have partnered with the Office of Management and Budget to design this curriculum specifically for senior program managers responsible for the planning and day to day management and implementation of the five initiative areas.*

*This new President's Management Agenda curriculum provides up-to-date information on best practices and the practical tools necessary to support government-wide reform.”*

**Kay Coles James, Director**  
**U.S. Office of Personnel Management**

All workshops will be held at the International Trade Center Ronald Reagan Building, 1300 Pennsylvania Avenue NW, Washington, D.C. 20004. Registration for all workshops will be on a first-come, first-serve basis. Three-day programs cost \$1395, two-day programs \$995, and one day programs \$495. The cost includes all course materials, continental breakfast and lunch. Additional workshops will be scheduled as required to meet your needs. See Workshop description pages for schedule.

These President's Management Agenda workshops are **entirely new** and are designed to take you from concept to action plan using the latest information available from OMB and OPM and the just completed review of the Executive Branch Management Scorecard. Don't miss these opportunities to roll up your sleeves and improve your agency's plans to "get to green."

## THE PRESIDENT'S MANAGEMENT AGENDA OVERVIEW WORKSHOP

This workshop will focus on the secret to effective implementation of The President's Management Agenda-**integration** of the five initiatives. The initiatives are mutually reinforcing and must be integrated at a strategic level in the organization in order to be implemented successfully. Together they require systems thinking and the strategic alignment of agency mission, vision and goals with the infrastructure of the organization. The result will be government that is more citizen centered, results oriented, and market based.

### WHO SHOULD ATTEND:

Key senior staff with broad responsibility to plan and integrate their agencies' efforts to "Get to Green" in the five government-wide initiatives of the President's Management Agenda.

**Dates:** July 23-24, 2002

**Cost:** \$995.00

### KEY RESULTS:

- Understand that the integration and implementation of these initiatives at a strategic level will increase performance in your organization and drive results
- Learn to ask the most important strategic questions about your mission, vision, and implementation strategies
- Identify key players in your organization who must be in communication with one another in order to implement the five government-wide initiatives
- Create a network of executives with the crucial role of initiative integration in order to share successes and lessons learned

## THE STRATEGIC MANAGEMENT OF HUMAN CAPITAL WORKSHOP

Using OPM's Human Capital scorecard as a tool, this workshop assists you in planning and implementing highly effective strategies in the five critical dimensions of human capital management: Strategic Alignment, Strategic Competencies, Leadership, Performance Culture, and Learning.

### WHO SHOULD ATTEND:

Key senior staff and senior human resources managers with broad responsibility to implement and execute their agencies' effort to "Get to Green" on the Strategic Management of Human Capital.

**Dates:** July 25-26, 2002

**Cost:** \$995.00

### KEY RESULTS:

- Analyze the integration of the government-wide initiatives and the crucial link to Human Capital Management
- Align human capital strategy with agency mission, goals, and organizational objectives
- Learn "how to" use the OPM Human Capital dimensions to guide progress in the implementation of agency restructuring plans
- Develop strategies to monitor and manage the six dimensions of the Human Capital framework
- Understand how other agencies are achieving "Green" status
- Develop effective performance goals and measurement systems
- Improve the ability to lead and manage organizational change

All workshops will be held at the International Trade Center Ronald Reagan Building, 1300 Pennsylvania Avenue NW, Washington, D.C. 20004. Registration for all workshops will be on a first-come, first-serve basis. The cost includes all course materials, continental breakfast and lunch.

## COMPETITIVE SOURCING WORKSHOP

The President has identified Competitive Sourcing as one of his five Government-wide initiatives to enhance government effectiveness. Attention to competitive sourcing is imperative as we act to address the human capital issues associated with the "retirement bulge" and ensure that vital services and products are provided to the American Public in a market driven, results oriented, customer focused way.

### WHO SHOULD ATTEND:

Key senior staff and senior acquisition managers with broad responsibility to implement and execute their agencies' effort to "Get to Green" on this initiative.

**Dates:** July 30, 31 and August 1, 2002

**Cost:** \$1,395.00

### KEY RESULTS:

- Examine the legal framework and regulatory requirements that underpin this initiative including the FAIR Act
- Identify and explore in-depth the various approaches in meeting OMB standards for success including A-76 cost comparison, streamlined cost comparison, direct conversion, privatization, and joint partnerships
- Provide best practice examples from the DOD Competitive Sourcing Program and civilian agencies
- Understand the Performance Based Service Contracting process and generate Performance Work Statements and Statement of Objectives to support this process
- Address human capital, labor relations, and socio-economic issues related to the successful implementation of this initiative

## IMPROVING FINANCIAL PERFORMANCE WORKSHOP

The Improving Financial Performance Workshop provides an opportunity for key agency staff to gain an in-depth insight into the President's Management agenda and its specific initiative on improving financial management in Federal government. This workshop will explore all aspects of this initiative and will provide participants with a better understanding of how to "get to green" on this important initiative.

### WHO SHOULD ATTEND:

Key senior staff and senior financial managers with broad responsibility to implement and execute their agencies' effort to "Get to Green" on this initiative.

**Dates:** August 26-27, 2002

**Cost:** \$995.00

### KEY RESULTS:

- Examine the integration and relationship between improving financial management and the other four areas of the management agenda
- Provide an overview of the legislative and regulatory environment governing Federal financial management
- Explore in depth the balanced scorecard standards for improving financial management
- Financial management systems meet Federal financial management system requirements and applicable Federal accounting and transaction standards as reported by the agency head
- Accurate and timely financial information
- Integrated financial and performance management systems supporting day-to-day operations
- Unqualified and timely audit opinion on annual financial statements; no material control weaknesses reported by the auditors
- Discuss best practices for getting to green in financial management

All workshops will be held at the International Trade Center Ronald Reagan Building, 1300 Pennsylvania Avenue NW, Washington, D.C. 20004. Registration for all workshops will be on a first-come, first-serve basis. The cost includes all course materials, continental breakfast and lunch.

## EXPANDING ELECTRONIC GOVERNMENT WORKSHOP

With the Executive Branch Management Scorecard as a focus, key staff from the Office of Management and Budget will provide guidelines for agencies in implementing their plans to transform the Federal Government's relationships with citizens, businesses and other public sector organizations.

### WHO SHOULD ATTEND:

Key senior staff and senior IT managers with broad responsibility to implement and execute their agencies' effort to "Get to Green" on this initiative.

**Dates:** August 28, 2002

**Cost:** \$495.00

### KEY RESULTS:

- Analyze the integration of all five of the government-wide initiatives of the President's Management Agenda
- Learn about the Federal Government's vision for E-government
- Understand the key issues and barriers that must be addressed for Federal E-government success
- Learn how to use the Executive Branch Management Scorecard to check for progress in the implementation of agency plans
- Understand how other agencies are achieving "Green" status
- Develop performance goals and measures for your agency
- Improve the ability to lead and manage organizational change

## BUDGET AND PERFORMANCE INTEGRATION WORKSHOP

For the past decade Congress has passed many laws designed to create a performance-oriented government. We have established strategic plans with performance measures tied to mission driven outcomes. The step that must be taken now is to align performance plans and measures with budget preparation and execution.

This workshop will provide you with the latest information and tools from OMB, The CFO Council, and the President's Management Council.

### WHO SHOULD ATTEND:

Key senior staff and senior functional and program managers with broad responsibility to implement and execute their agencies' effort to "Get to Green" on this initiative.

**Dates:** July 9-11, 2002

**Cost:** \$1,395.00

### KEY RESULTS:

- Understand the five government-wide initiatives in the President's Management Agenda, and how they mutually reinforce each other
- Create the link between your strategic plan, program cost information, and budget justification
- Apply a diagnostic approach to evaluating program strengths and weaknesses
- Evaluate a program using the tools OMB has designed for the 04 budget process
- Understand and apply the "Standards for Success" as defined by the CFO Council
- Define performance criteria and real measures of program performance
- Learn from other agencies and program managers that have established greater accountability for results
- Develop goals and targets to get to green

All workshops will be held at the International Trade Center Ronald Reagan Building, 1300 Pennsylvania Avenue NW, Washington, D.C. 20004. Registration for all workshops will be on a first-come, first-serve basis. The cost includes all course materials, continental breakfast and lunch.

# REGISTRATION REPLY FORM

This form is for President's Management Agenda Workshops

Federal Executive Institute  
Center for Executive Leadership  
1301 Emmet Street  
Charlottesville, VA 22903  
434-980-6200

# Fax Back

Fax to **434-979-3387**

## PROGRAM INFORMATION

### President's Management Agenda:

- |   |                        |         |
|---|------------------------|---------|
| <input type="radio"/> Overview Course                 | July 23-24, 2002       | \$995   |
| <input type="radio"/> Strategic Human Capital         | July 25-26, 2002       | \$995   |
| <input type="radio"/> Competitive Sourcing            | July 30-August 1, 2002 | \$1,395 |
| <input type="radio"/> Budget/Performance Integration  | July 9-11, 2002        | \$1,395 |
| <input type="radio"/> Improving Financial Performance | August 26-27, 2002     | \$995   |
| <input type="radio"/> Expanding Electronic Government | August 28, 2002        | \$495   |

### Program Location:

International Trade Center, Ronald Reagan Building  
1300 Pennsylvania Avenue, NW  
Washington, DC 20004

## PARTICIPANT INFORMATION

Name \_\_\_\_\_ SSN\* \_\_\_\_\_

Job Title: \_\_\_\_\_ SES or GS/GM grade level: \_\_\_\_\_

Division: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Office Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Nickname: \_\_\_\_\_

} Please, no  
acronyms



*Great Leaders  
for Great  
Government*

## TUITION BILLING INFORMATION

- Agency Training Form (copy attached)     Government Bank Card (Visa/Mastercard)

Card Number\* \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder \_\_\_\_\_ Tuition Amount \_\_\_\_\_

Fax Receipt To \_\_\_\_\_

\*Social Security Number and Bank Card Number will be used internally for registration and billing purposes only. The information will not be disclosed to other sources.

Full course descriptions and schedules available at [leadership.opm.gov](http://leadership.opm.gov)

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United States Office of  
Personnel Management

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Charlottesville, VA 22903-4899



United States Office of  
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### Eastern Management Development Center

101 Lowe Drive

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United States Office of  
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