

ADR LUNCHTIME SERIES PRESENTATION

For Busy Feds: Boost Your Feedback Skills and See Powerful Results

Effective feedback is the key to early intervention and prevention of serious disputes in the workplace. Ms. Cairnie and Ms. Johnston will discuss the value of feedback and explore the reticence that many feel towards giving and receiving feedback. The Presenters will provide tools and techniques to use feedback in a variety of situations including professional development. Participants will leave the session with a simple model to boost their feedback skills in order to promote a more productive and satisfied work environment.

Speakers: Tracey Cairnie
President, CoreVision, LLC

Megan Johnston
Executive Director, Northern Virginia Mediation Service (NVMS)

Presented by the Interagency ADR Working Group, Workplace Conflict Management Section in coordination with the Department of Energy's Alternative Dispute Resolution Office.

Date: Wednesday, March 28, 2018

Time: Noon - 1:30 pm EDT *(Please allow extra time for security procedures)*

Location: U.S. Department of Energy
1000 Independence Ave, SW, Room GE-086
(DOE Forrestal Main Auditorium)
Washington, D.C. 20585

Travel by Metro:  Green and  Yellow Line - L'Enfant Plaza station (exit to Maryland Avenue) OR  Orange and  Blue Line - Smithsonian station (exit to Holocaust Museum/Bureau of Engraving and Printing).

If you plan to attend in person and you need any special accommodations, or if you plan to attend this training online and you need any special accommodations, please contact cindv.mazur@fema.dhs.gov no later than February 28, 2018.

To attend in person, everyone, including federal employees with an HSPD-12 government ID badge, must register by email to cindy.mazur@fema.dhs.gov and provide 1) name, 2) citizenship, and 3) agency/employer by March 14, 2018. You do *not* need to register to call-in or participate online.

To attend via WebEx, Go to www.doe.webex.com. Enter the Meeting Number 901 781 457, then click "Join." Enter your first and last name, your email address, and Adr1234 as the event password. Follow instructions for the audio (select the "I will call in" option for better reception).

To listen only via teleconference, please call 1-415-527-5035 and use access code: 901 781 457. **Please disregard the prompt for an Attendee ID by pressing # sign.** To submit questions to the speaker during the program, please use WebEx chat or email elisabeth.bissell@fema.dhs.gov. Materials for this presentation will be posted at <http://www.adr.gov/events.html> several days before the program.