

## **USGS SUPERVISORY CHALLENGE TOPICAL AGENDA**

### **DAY 1**

Welcome

Intro/Icebreaker

Transition to Supervision

Myers-Briggs Type Indicator

Teams

Principled Supervision

Leading With Ethical Principles

Science/Science-Support Moment

Action Planning

### **DAY 2**

Introduction to Human Resources

Merit Systems Principles

Workforce Planning

Create an Effective Workforce Structure

Create Effective Positions

*OPTIONAL: Lunch Session - HR Social - Meet your HR Staff*

Presidential Employment Initiatives

The Right Person, The Right Job,  
The Right Way

Interviewing and Reference

Science/Science Support Moment

Action Planning

### **DAY 3**

Develop Employees

Engage Employees

Performance vs. Conduct

*OPTIONAL: Lunch Session - DOI Learn - What Supervisors Need to Know*

Manage Performance

Addressing Conduct

Science/Science Support Moment

Action Planning

### **DAY 4**

Leave and Pay Entitlements

Conflict Management

*OPTIONAL: Lunch Session - Time Challenged DVD*

Reduce the Risk of EEO Complaints

Generational Awareness

Science/Science Support Moment

Action Planning

*OPTIONAL: Class Dinner at local area restaurant (TBD)*

*All participants, instructors, guest speakers and leadership members are invited to attend.*

## **DAY 5**

Your Human Resource Challenges

Action Planning

Executive Panel

Certificate Ceremony

Overall Evaluation