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| MONDAYJune 15 | TUESDAYJune 16 | WEDNESDAYJune 17 | THURSDAYJune 18 | **FRIDAY**June 19 |
| **FSI F-3420**9:00 – 9:30**Course Administration and Overview** Gaia Hart, FSI/SPAS/OR Course Coordinator 9:30 – 10:15**Keys to Success at State**Phil Lussier, M/DGHR  Deputy Assistant Secretary10:15 – 10:30**Protocol Pointers**Gaia Hart**Break**10:45 – 12:15**Human Resources Basics**HR/CSHRM HR Specialists: Michelle Garren, Shantae Eliott-Lucas, Maria Garza, Richard Crisp12:15 – 1:30 **Lunch**1:30 – 2:30**Class Introductions and****Welcome**FSI/SPAS/ORGaia Hart, Backy Bitar, Program Assistant**Break**2:45 – 4:00Mission and Structure of the State Department Gaia Hart | **FSI F-3420**9:00 – 9:15**Topic Toss Up**Gaia Hart 9:15 – 9:30**Operations Center Briefing**Marianne Toussaint, S/ES-O9:30 – 10:30**Writing in the Department** Jenny Orrico, FSI/SPAS/OR A-100 Deputy Coordinator**Break**10:45 – 11:15**FSI Training Opportunities**Rachel Campbell, Distance Learning Coordinator, Susan Emerson, External Training Coordinator, FSI/EX/REG11:15 – 12:00 **Retirement Resources and Overview**Richard Crisp, HR/RET  Human Resource Specialist 12:00 – 1:15 **Lunch &** **Optional Passport Meet & Greet Brown Bag Lunch (12:15 – 1:10)**DAS Brenda Sprague, CA/PPT1:15 – 2:00 **Interagency Insights** Mary Alexander, FSI/SPAS/OR, A-100 Deputy Coordinator2:00 – 2:30 **Ombudsman Office & Workplace Conflict Resolution Center**Andrea Brown, S/O Ombudsman Office**Break**2:45 – 4:00**Presentation Skills for State**Gaia Hart  | **FSI F-3420**9:00 – 9:15**Networking Bingo**Gaia Hart9:15 – 10:15**Career Development Resource Center**Mary Santulli, HR/CSHRM/CD Senior Career Counselor10:15 – 10:30**Office of the Inspector General**Christian Mazerolle, & Michael Speckhardt OIG/INV  Special Agents**Break** 10:45 – 12:15MBTI: A Teamwork & Leadership ToolSarah Ennis,FSI/SPAS/OMT12:15 – 1:15 **Lunch** &**Optional Brown Bag -**  **Ask the Foreign Service (12:25 – 1:10)**Joe Geraghty, FSI/SPAS/OR A-100 Deputy Coordinator and Glenn Lewis Specialist Orientation Coordinator1:15 -- 1:45**Resilience Resources**Gaia Hart1:45 – 2:15**Emergency Preparedness** Mike Sass, A/OEM Emergency Management Specialist**Break**2:30 – 4:00**Understanding Workforce Generations**Gaia Hart | **FSI F-3420**9:00 – 9:15**Highlights**Gaia Hart 9:15 – 10:00 **Budget & Performance Management**William Casey, BP Sita Chakrawarti, F 10:00 – 10:15**Employee Assistance and Employee Consultation Services**Vivian Sheliga, MED/MHS/ECS Social Worker**Break**10:30 – 11:15**Office of eDiplomacy**IRM/BMP/eDIP/ Robert Watts and Cindi Hoof 11:15 – 12:15**Global Information Services Programs:****Records Management** Jason Lautenbacher**Privacy Issues** Salome Tewelde**Bunche Library**  Roger Garren12:15 – 1:15 **Lunch**1:15 – 1:30**HR Employee Relations & Work Life Division**Judy Ikels, HR/ER/WLD1:30 – 1:45**Gov’t Employee Advantages**Gaia Hart1:45 – 4:00 **with Break****Managing Up, Down & All Around** Gaia Hart3:45 – 4:00 **AFGE (optional for non-BUE, Bargaining Unit Employees)**Anthony Bishop | **HST 1107** 9:00 – 10:00**Office of Civil Rights**Erica Hall,S/OCR **Break**10:15 – 11:15**Ethics for State Employees**TBD, L/EFD Attorney Adviser11:15 – 11:20**Course Wrap-up**11:40 – 11:45**Practice**Dean Acheson Auditorium12:00**Swearing-In Ceremony**Dean Acheson Auditorium |



**FOREIGN SERVICE INSTITUTE: SCHOOL OF PROFESSIONAL & AREA STUDIES**

**117th Civil Service Orientation - DRAFT**

June 15-19, 2015

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**Course Coordinator:** Gaia Hart 703-302-7003, cell: 703-403-5820

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