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| MONDAY  June 15 | TUESDAY  June 16 | WEDNESDAY  June 17 | THURSDAY  June 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 Secretary  10:15 – 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 Crisp  12:15 – 1:30 **Lunch**  1:30 – 2:30  **Class Introductions and**  **Welcome**  FSI/SPAS/OR  Gaia 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-O  9:30 – 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/REG  11:15 – 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/PPT  1:15 – 2:00  **Interagency Insights**  Mary Alexander, FSI/SPAS/OR, A-100 Deputy Coordinator  2:00 – 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 Hart  9:15 – 10:15  **Career Development Resource Center**  Mary Santulli, HR/CSHRM/CD  Senior Career Counselor  10:15 – 10:30  **Office of the Inspector General**  Christian Mazerolle, & Michael Speckhardt OIG/INV  Special Agents  **Break**  10:45 – 12:15  MBTI: A Teamwork & Leadership Tool  Sarah Ennis,  FSI/SPAS/OMT  12:15 – 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 Coordinator  1:15 -- 1:45  **Resilience Resources**  Gaia Hart  1:45 – 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 Garren  12:15 – 1:15 **Lunch**  1:15 – 1:30  **HR Employee Relations & Work Life Division**  Judy Ikels, HR/ER/WLD  1:30 – 1:45  **Gov’t Employee Advantages**  Gaia Hart  1:45 – 4:00 **with Break**  **Managing Up, Down & All Around**  Gaia Hart  3:45 – 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 Adviser  11:15 – 11:20  **Course Wrap-up**  11:40 – 11:45  **Practice**  Dean Acheson Auditorium  12:00  **Swearing-In Ceremony**  Dean Acheson Auditorium |



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

**117th Civil Service Orientation - DRAFT**

June 15-19, 2015

**Orientation Director:** Mark Libby

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

**Program Assistant:** Becky Rose Bitar

**Email:** [CivilServiceOR@state.gov](mailto:CivilServiceOR@state.gov) **Phone:** 703-302-6996