

OVERVIEW: The Department of Administrative Services – Chief Human Resources Office (CHRO) is holding a 1-day Management Education Forum for Oregon state government managers. This is the first time CHRO has provided an event of this type for managers. The Management Education Forum will bring together managers from across Oregon state government to learn the secrets of motivating and managing different types of personalities, conquering setbacks, creating inspired teams while networking with their peers.

TARGET AUDIENCE: Oregon state government managers. We are targeting to have between 100 – 150 managers attend the Forum.

DATE AND LOCATION: **Date:** August 30, 2016 8am – 5pm

Location: Chemeketa Eola
215 Doaks Ferry Road NW
Salem, Oregon 97304

SESSIONS: We are looking for speakers for the following sessions and keynote address.

Main Sessions

1. **Creating a Culture of Performance:** This session will be 3 hours long and all participants will attend. Topics we are looking at being presented during this session include:
 - a. Feedback and coaching
 - b. Engagement and motivation
 - c. Establishing performance expectations
 - d. Monitoring performance, follow-up, re-direct & promoting self-discovery
 - e. Rewarding good performance, celebrating small wins
2. **Inspiring Leadership:** This will be the keynote session during lunch and will be around 45 minutes.

Breakout Sessions

There will be 3 breakout session running concurrently and will be offered 3 times in the afternoon so participants can attend all 3 sessions.

Breakout Session 1 – Managing Change and Transition: This session will be 1 hour long and will be repeated 3 times. Topics we are looking at being presented during this session include:

- Stages of change and transition
- Effectively leading your employees through the change
- Importance of communication
- Tools and resources for managing change and transition

Breakout Session 2 – Succession Planning: This session will be 1 hour long and will be repeated 3 times. Topics we are looking at being presented during this session include:

- What is succession planning
- Framework for doing succession planning
- Examples of emerging practices

Breakout Session 3 – Engaging a Diverse Workforce: This session will be 1 hour long and will be repeated 3 times. Topics we are looking at being presented during this session include:

- Understand how cultural factors contribute to work relationships and team dynamics
- Provide effective feedback to and coach culturally diverse employees
- Build productive multicultural teams and increase their collective success
- Foster an organizational culture that capitalizes on the strength of diversity

**SPEAKER
GUIDELINES:**

- Government participants are being charged a nominal fee to help cover the costs of the Forum. CHRO will provide a speaker stipend of \$500. All travel and lodging are the speaker's responsibility. Lunch and light refreshments will be provided the day of the Forum.
- CHRO will provide a PC, LCD Projector, Screens, Blu-Ray/DVD, Microphones, and Wireless Internet.
- Speakers must provide a PowerPoint and any handouts 2 weeks before the event (August 16, 2016). The materials will be sent electronically to all registered participants and they will be responsible for downloading the materials for use at the conference.
- Speakers must bring a thumb drive of their presentation to be used on the computer the day of the Forum.
- Selected speakers will be required to submit a photo, short biography, title, and description of their session for the webpage and any other marketing materials.

**PRESENTATION
REQUIREMENTS:**

- All sessions are learning experiences and are non-commercial. Speakers should refrain from using brand names and endorsing specific products.
- Course descriptions need to be clear, informative, and enticing. Editorials about the topic should be avoided.
- Learning objectives should show how the learner will be able to use your content back on the job (practical application).
- All presentations must be lively, entertaining, innovative, informative, and interactive. We specifically request that presentations include interactive activities or exercises for participants and "take-aways" for audience follow up.
- All presentations should be focused towards government managers. Any activities, exercises, or examples should be related to state government.

SUBMISSION INSTRUCTIONS: Speakers will need to complete an online form providing information about yourself, information on the topic you'd like to present on, and a video clip of (5 minutes or longer) of you presenting on the topic or a similar one.

Access the form at <https://www.surveymonkey.com/r/T7CNZCM>

If you would like to propose on more than 1 topic complete the form for each topic.

Proposals must be submitted by **June 24, 2016**.

QUESTIONS: If you have any questions about the Forum, please contact Brandy Meng at brandy.meng@oregon.gov or 503-480-4426.