



SFFEB Upcoming Trainings

July - September 2017
www.sffeb.us

July

Civility in the Workplace
July 20th

Civility is a timely concern, and a civil workplace can help to mitigate stress and increase collaboration. This presentation highlights the importance of civil behavior, and reviews skills and techniques needed to build and create civility in the workplace.

RSVP REQUIRED by July 1st
Douglas.Cyr@foh.hhs.gov

August

[The Bamboo Principle: 7 Roots of Peak Performance](#)
August 1st - SF

The Bamboo Principle shares the habits and tactics that distinguish truly productive people.

[Front and Center: Effective Communication & Presentation Skills for Meetings Large and Small](#)
August 2nd - SF

How we express our thoughts is just as important as the thoughts themselves.

September

[Plain Writing Workshop](#)
September 5-6th

Objectives: By the end of the course, you will be better able to write quality documents faster and with greater ease. Plus, you will ensure that your writing is “easy reading” for your reader.

[Beyond Time Management](#)
September 7th

By the end of the course, you will be able to analyze how you currently use your time by identifying time wasters, set goals and priorities to better use your time and apply time-saving tips.

[Building Better Teams](#)
September 8th

By the end of the course, you'll be able to use proven ideas for developing your team, identify your team player “style” and use it effectively with your team.

Every Month

[Meditation Fridays](#)

Sponsored by Federal Occupational Health

Free Friday Meditation Webinars
[Registration](#)

All are Welcome to the SFFEB Board Meetings

2nd Thursday of the month
9-11 AM

[Agendas can be found here](#)



**San Francisco Bay Area
Federal Executive Board**

Sara Russell, Director
russell.sara.l@dol.gov
415-625-7723

Gail Castaneda, Program Specialist
castaneda.gail@dol.gov
415-625-2461