



June-September 2017  
[www.sffeb.us](http://www.sffeb.us)

# SFFEB Upcoming Trainings

## **June Retirement Focus**

FERS Retirement  
June 19-20 – Oakland  
June 21-22 – SF

Prepare for your retirement, this class offers a comprehensive training on Social Security, federal annuity payments and TSP investments plus a clear understanding about keeping your health insurance after retirement. No sales, only training by retired federal HR director.

## **August Leadership Focus**

The Bamboo Principle: 7 Roots  
of Peak Performance  
August 1<sup>st</sup> - 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 2<sup>nd</sup> – SF

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

## **September Productivity Focus**

Plain Writing Workshop  
September 5-6<sup>th</sup>

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 7<sup>th</sup>

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 8<sup>th</sup>

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**

2<sup>nd</sup> 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](mailto:russell.sara.l@dol.gov)  
415-625-7723

Gail Castaneda, Program Specialist  
[castaneda.gail@dol.gov](mailto:castaneda.gail@dol.gov)  
415-625-2461