



## **LULAC Federal Training Institute Workshops (Continued)**



July 12, 2007 • Chicago, Illinois



### **The National Council of HEPMs' 3<sup>rd</sup> Annual Summit**

**Open to all FTI participants**

#### **Program Agenda:**

➤ **Back to Basics: HEP Foundational Roles**

What does it take to be an HEPM? What is my role as a supervisor? Gain some insight on the various roles and responsibilities that HEPMs were designed to be knowledgeable of from both the equal employment and human resources perspectives as part of the management team. Discuss and ask questions about the ideal roles HEPMs can serve to develop managerial and supervisory goals based on legal and workforce planning foundations to ensure that Hispanic issues are understood and steps taken to achieve the goal of fully representative workforce.

➤ **The HEPM and the HR Component**

Both HR and Civil Rights need to be a team, particularly when it comes to workforce diversity. There are direct linkages between HEPMs and HR to ensure the outreach and recruitment standpoints both selecting officials and potential applicants understand the various flexibilities available to bring Hispanics on-board into the Federal Government. This will be a discussion to help understand the intricacies of these flexibilities and how to use the HR process to your advantage in your employment outreach and your consultations with management.

➤ **Building the Business Case**

Once you understand the foundation, how do you gain management buy-in? This session will give you some key techniques you can utilize in developing a business case for the HEP based on not only demographic information but also agency strategic plans, human capital plans, and the MD 715 finding to name a few.

This is a key session for any program manager seeking to build the business case for diversity, outreach, and employment programs.

➤ **HEPM Town Hall Meeting**

Hispanic GS-15s and SESers sit down in a panel setting to field questions and give their insights on how to overcome typical concerns and challenges to effectiveness of the HEP. The discussions during our town hall meeting will serve as the catalyst for our interactive afternoon roundtable discussions.

➤ **Roundtable Discussions: Finding Solace and Solutions**

This is a session where the HEPMs are empowered to work together in small groups on issues HEPMs have identified as areas to address in order to increase HEP effectiveness. Recruitment, retention, SES representation, marketing, resources, strategic partnering are but a few of the areas that can be discussed in this session. All topics will be developed on-site by the summit attendees to address the key concerns we have collectively and identify solutions to effective program implementation. Discussion will be facilitated by a senior level leaders or HEPMs. Initial solutions to these issues will be discussed and presented at the end of the session as items HEPMs can use in building an outline to a plan of action.

➤ **HEPM Toolkit**

In a brief capstone to day that brings us full circle, the contents of the HEPM toolkit will be reviewed in an effort to identify how best to use the tools in that electronic document in order to enhance your foundation, execute a plan of action, market the Hispanic Employment Program, and begin to gain managerial buy-in.

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National Council of Hispanic  
Employment Program Managers

**National Council of Hispanic Employment Program Managers (NCHEPM)  
Third Annual Summit – 78<sup>th</sup> Annual LULAC Conference – Thursday, July 12, 2007**

**PROGRAM AGENDA**

- 8:00-8:30 a.m.** Registration
- 8:30-8:35 a.m.** Welcoming Remarks **Mr. Sean Clayton**  
Chairperson  
National Council of HEPMs
- BUILDING YOUR HEPM FOUNDATION – Morning session**
- 8:35-8:55 a.m.** State of Hispanic Employment **Mr. Jeffrey Vargas**  
Former Chairperson  
National Council of HEPMs  
Program Manager  
Department of Energy
- 8:55-9:30 a.m.** Back to Basics: HEPM Foundational Roles **Mr. Sean Clayton**  
Chairperson  
National Council of HEPMs  
Human Capital Specialist  
Department of Energy
- 9:30-9:35 a.m.** Break
- 9:35-10:15 a.m.** HEPMs and the HR Component **Ms. Aurelie Eggert**  
Secretary  
National Council of HEPMs  
Human Capital Specialist  
Department of Labor
- 10:15-10:55 a.m.** Marketing the Program Building your Business Case **Mr. Milton Belardo**  
Senior Policy Advisor  
Department of Commerce
- 10:55-11:05 a.m.** Break

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## 2007 LULAC National Convention & Exposition

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National Council of Hispanic  
Employment Program Managers

**11:05a.m-11:45 p.m.** HEPM Town Hall Meeting **Moderator: Dr. Harry R. Salinas**  
Panelist Discussion Chairperson Emeritus  
National Council of HEPMs  
National USDA HEPM (retired)  
Panelists: SES and GS-15 - TBA

**12:00 – 2:00 pm** Unity Luncheon

### **DISCUSSION: STRATEGIC AND TACTICAL SOLUTIONS TO PROGRAM CHALLENGES – afternoon session**

**2:00 -3:30 p.m.** HEP Roundtable Discussions **Table Facilitators: National HEPMs**  
Finding Solace and Solutions **and SES/GS-15 panelist**  
(discussion areas determined on-site)

**3:30-3:40 p.m.** Break

**3:40-4:00 p.m.** HEPM Toolkit Review **Dr. Harry Salinas**  
Chairperson Emeritus  
National Council of HEPMs  
National USDA HEPM (retired)

**4:00-4:10 p.m.** NCHEPM/LULAC Partnership **Ms. Emma Moreno**  
Director of Federal Relations  
National LULAC Office

**4:10-4:25 p.m.** Putting Plans in Action and Closing Remarks **Mr. Cyrus Salazar**  
Vice-chairperson  
National Council of HEPMs  
EEO Specialist  
Department of Treasury

**4:25 – 4:30 p.m.** Evaluations