



The Leadership Institute

For conservatives who want to win

Civil Service Opportunity School

Arlington, Virginia 22201

Monday, November 8, 2010

TIME	SESSION TOPIC	KEY DISCUSSION POINTS	PRESENTER
6:00-6:30 PM	REGISTRATION and DINNER		
6:30-6:45	Welcome & Introduction	<ul style="list-style-type: none">• Welcome remarks and mission overview of LI• Intro. of school and course participants	Tyler Foote Political Training Coordinator The Leadership Institute
6:45-7:45	Civil Service: Understanding What it is and How it Works	<ul style="list-style-type: none">• Overview of the Civil Service• The Civil Service's role in the federal government	
7:45-8:30	The Political Management of the Bureaucracy	<ul style="list-style-type: none">• Political appointees vs. Civil Service appointees• Civil Service dynamics in the day-to-day life	
8:30-8:45	BREAK		
8:45-9:45	Job Opportunities in the Civil Service	<ul style="list-style-type: none">• Overview of the different departments and agencies• Types of positions available• Research sources to find unannounced jobs	
9:45 PM	ADJOURNMENT		

NOTES:



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Tuesday, November 9, 2010

TIME	SESSION TOPIC	KEY DISCUSSION POINTS	PRESENTER
6:00-6:30	DINNER		
6:30-7:30	How to Succeed in the Hiring Process for Regular Employees	<ul style="list-style-type: none">• How to stand out from other applicants• Resumes, cover letters, interviews, etc.	
7:30-7:45	BREAK		
7:45-8:45	Navigating the Application Process: Making the Cert	<ul style="list-style-type: none">• Getting through the tedious application process• Pitfalls and potential ways to highlight your record	
8:45-9:00	BREAK		
9:00-9:45	Navigating the Application Process: Making the Cert Continued.	<ul style="list-style-type: none">• <i>Continued...</i>	
9:45	ADJOURNMENT		

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