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**ADVISORY COMMITTEE MANAGEMENT OFFICE  
ADVISORY COMMITTEE ON PROSTHETICS AND SPECIAL DISABILITIES  
PROGRAMS (ACPSDP)  
NEUROLOGY COE ADVISORY SUBCOMMITTEE (NCAS)  
DFO/ADFO ANNUAL TRAINING WORKSHOP**

**WELCOME**

**January 13, 2021**



# ACMO QUICK HITS: TRAINING OBJECTIVES

## Commitment to Excellence

### Rules of Engagement:

- ✓ Mute your phone line and silence cell phones
- ✓ Mute speakers on your desktop
- ✓ Allow the ACMO to yield the floor to you prior to speaking
- ✓ Identify yourself prior to speaking
- ✓ Minimize background noise while speaking
- ✓ If you have questions during the training, use the “raise hand” icon feature to be recognized
- ✓ Send questions after the training to the ACMO Mailbox at: [vaadvisorycmte@va.gov](mailto:vaadvisorycmte@va.gov)
- ✓ **Note: this session is being recorded**



# AGENDA

## Commitment to Excellence

### WELCOME!

#### ACMO Quick Hits:

- Training Objectives
- ACPSDP NCAS Subcommittee DFO/ADFO Management Landscape

#### Facilitated Group Discussion:

- Keeping Our Federal Advisory Subcommittees Relevant

#### Cognitive Learning:

- Final Questions / Answers
- Workshop Survey



# ACMO QUICK HITS: TRAINING OBJECTIVES

## **Commitment to Excellence**

Refresh Committee Managers skills and knowledge.

Introduce committee management best practices and tools.

Promote the merits of training and address committee management challenges.

Build Community of Practice advocacy for training, collaboration, and productive change.



# ACMO QUICK HITS: VA COMMITTEE MANAGEMENT LANDSCAPE

Report Vetting &  
Oversight

Calendar  
Planning

**LEADERSHIP SUPPORT**

**COMMITMENT TO EXCELLENCE**

Records  
Management

**WRITTEN GUIDANCE**

**CONTINUOUS TRAINING**

Package  
Management

Meeting  
Management

Position  
Turnover

**Advisory Committee Management Office & Committee Managers**



# ACMO QUICK HITS:

## Commitment to Excellence

### ACPSDP NCAS Subcommittee Managers Landscape Focus Areas:

- Feedback from Senior Department Leaders on Committee Manager Annual Role
- Review the ACPSDP Subcommittee Delegation of Authority Memo
- Records Management (send Subcommittees Members Contact Data to ACPSDP DFO)
- Annual Ethics Training for Committee/Subcommittee members is mandatory
- Use Teleconferences to bolster communications, collaboration and cohesion
- Read the White Paper: *“Tips on Conducting a Virtual Federal Advisory Committee Meeting”*
- ACMO will conduct ACPSDP Subcommittee DFO Staff Assistance Visits in 2021



# LEARNING CIRCLE

**Commitment to Excellence**

## FACILITATED DISCUSSION

*Keeping Our Federal Advisory  
Subcommittees Relevant*



# LEARNING CIRCLE

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# LEARNING CIRCLE

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# LEARNING CIRCLE

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***RELEVANT***

***How Do You Keep Your Subcommittee Relevant?***

***What is your contingency plan to promote VA's  
Commitment to Excellence?***



# LEARNING CIRCLE

**Commitment to Excellence**

## RESILIENCE

**“RESILIENT PEOPLE IMMEDIATELY LOOK AT THE PROBLEM AND SAY, ‘WHAT’S THE SOLUTION TO THAT? WHAT IS THIS TRYING TO TEACH ME?’”**

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# LEARNING CIRCLE

## Commitment to Excellence

### PUTTING IT ALL TOGETHER

- Commitment to Excellence is EVERYONE's role and responsibility
- We must adopt to change and see the value in pivoting
- Look for ways to enhance committee performance and member engagement
- Relevance and Resiliency keep our committee and its mission viable



## Commitment to Excellence

Questions???

Questions???

# QUESTIONS???

Questions???

Questions???