

CHICAGO



BUILDING TOMORROW'S LEADERS TODAY

July 7-11, 2003

34TH NATIONAL TRAINING PROGRAM ■ BUILDING TOMORROW'S LEADERS TODAY

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January 13, 2003

Dear Agency Head:

Federally Employed Women (FEW) is pleased to announce that our 34th National Training Program will be held in Chicago, Illinois July 7-11, 2003. Our theme, "Building Tomorrow's Leaders Today," aptly reflects the wide variety of skills and career enhancing training opportunities being offered. The training offered at the NTP supports OPM's Leadership Competencies. Workshops this year include topics such as succession planning, electronic and information technology accessibility, human capital management, and EEO issues. FEW works hand in hand with your Agency's Federal Women's Program to help identify barriers to the hiring and advancement of women, minorities and people with disabilities, and many of these areas are covered in the training as well.

Your agency has been well represented at the NTP in past years by sending employees to the conference. This year we hope that you will support the NTP and FEW's goal of eliminating sex discrimination in the federal sector. There are many ways you can show your support - holding an Agency Pre-Conference Forum, staffing an exhibit booth to showcase the opportunities for women in your Agency, and placing advertising in the conference package to highlight your Agency's support of women's issues.

Enclosed is a publication that describes the Agency Forum program. We have sent a complete package of materials to your Equal Employment Opportunity Office with instructions on how to reserve space for an Agency Forum, apply for an exhibit booth and place advertising in our conference publications. We are pleased to offer complimentary meeting room space to hold your Agency Forum.

If you would like further information, please contact our NTP Agency Forum Team Leader, Ms. Anna Rosario at 202-616-4809 or email her at agencyforums@fewntp.org.

We look forward to having your agency play a major role in this year's NTP.

Sincerely,

Patt Franc
2003 NTP Chair