



# NTP **07**



**Federally Employed Women's 38<sup>th</sup> National Training Program**

Training Curriculum  
constructed around the OPM  
Leadership Competencies

## ***Training Today, Leaders Tomorrow***

Your Guide for all  
the Exciting Training  
Opportunities and  
Career Enhancing  
Experiences that  
FEW has to offer!

Mentoring  
**G R O W T H**  
*Education*  
Motivation  
*Leadership*

**Emphasis on  
Quality Training  
for Tomorrow's Leaders**

**July 16-20, 2007**

Hilton Washington Hotel  
Washington, D.C.  
[www.fewntp.org](http://www.fewntp.org)





# FEW

1666 K Street NW, Suite 440  
Washington, DC 20006

*Working for  
the advancement  
of women  
in government*

**FEDERALLY  
EMPLOYED  
WOMEN**

**PHONE: 202-898-0994  
FAX: 202-898-1535  
EMAIL: [few@few.org](mailto:few@few.org)**

On behalf of Federally Employed Women (FEW), it is my pleasure to invite you to participate in our 38<sup>th</sup> Annual National Training Program (NTP) "Training Today, Leaders Tomorrow" in our Nation's Capital, Washington, D.C., July 16-20, 2007.

In reviewing this year's curriculum, I encourage you to look at FEW's training and development opportunities in context with your or your employees' career planning. You should have an established career plan in order to choose the correct classes to help you achieve this plan. Know yourself, and focus on the basic skills and knowledge you or your employees need to be more effective in your current job and the job you want. Look for these skills and knowledge in the training offered to fill your needs. I encourage you to look for the workshops that will give you the skills and knowledge to meet your needs and to be proactive in mapping your own career.

The training offered by FEW clearly aligns with the Leadership Core Competencies as defined by the Office of Personnel Management and as listed below under the Table of Contents. I encourage you to become familiar with these before you choose your training classes, and keep them in your career package of information for future reference.

Our conference offers much more than training as it provides you with the opportunity to develop a network or support group among fellow attendees. Throughout your career development you should recognize and understand the value of networking. Use the time while at the conference to seek out others and develop an understanding of how professional organizations can provide valuable networking opportunities.

Federally Employed Women is a private, non-profit organization founded in 1968 to support the full implementation of the Federal Women's Program (FWP). FEW is the only organization solely dedicated to the removal of sex discrimination and the promotion of equality in the federal government. FEW has a very strong legislative program with an active grassroots network and provides valuable career development and leadership training.

Please join your fellow federal and private sector employees for a "not-to-be-missed" opportunity of training and networking in our Nation's Capital, where your career will get a "jump start" result in your being one the leaders of tomorrow.

Rhonda Trent  
President

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# Training Today, Leaders Tomorrow

## *What's in Your Future as a Federally Employed Woman?*

### FEW's 2007 National Training Program (NTP)



**NTP Training in Action**

#### **Professional Development Courses**

Discover one of the world's best-kept secrets—Federally Employed Women's National Training Program—featuring training courses that will disclose the big picture of federal employment and lead the way to preparing yourself for a more successful career in the future.

The benefits you will receive fall into three major categories.

#### **Direct Knowledge Gained**

You will receive training that supplements the skills and abilities that are primary to the position you currently hold. This type of training is vital to you and to your agency's ability to achieve its mission and strategic goals. A thorough knowledge of process and method is essential for high performance achievement. Examples of training that will result in your increased knowledge are technical writing classes, public speaking, office management, project management, communication skills, and technology training.

#### **Indirect Knowledge Gained**

You will receive training that allows you to view your position from the perspective of the manager, the co-worker, and the customer. Training promotes understanding among individuals, divisions, agencies, and departments. By exposing yourself to difficult tasks performed by others, an overall better appreciation among all is guaranteed. Examples include courses in management, accounting, project management, procurement and contracting with coursework specifically tailored to impact the knowledge required to perform those tasks, and customer service and leadership training for everyone.

#### **Increased Self-Esteem**

You will receive training that enhances your comprehension and the value of your contributions to the organization. Courses give you the opportunity to network, build relationships, and share ideas with individuals from other agencies. The way the training is retained and adapted has an impact on motivation. Training is really a foundation for your self-development, from which comes motivation. Training provides the spark for you to improve and strive for your own success and the success of the agency, and this spark is a morale-booster for everyone with whom you interact.

Federally Employed Women's National Training Program provides outstanding training in all of these areas. FEW is the oldest volunteer organization providing training for federally employed women; no other training institution provides such a variety of high quality training with the added advantage of providing it in a single location during an intensive training week.

#### **Training Courses**

Training Courses are offered on Tuesday, Wednesday, and Thursday of NTP week. Courses may be two-day, full-day, or a half-day in length. Three days of outstanding training are included in the standard conference fee. Course descriptions begin on page 10.

#### **Skill Levels**

A recommended level has been specified for each session offered to assist you in selecting courses that are suited to your current level of expertise or need:

- **Novice:** New to the related career field
- **Skilled:** 1 to 3 years of experience in the related field
- **Expert:** 3+ years of experience in the related career field



**Participants Accepting the Challenge**

*"FEW's philosophy is "Training is an investment that never loses interest; it only pays dividends!"*

*--Arlena Fitch-Gordon, FEW's Vice President for Training*

# 38<sup>th</sup> Annual

Each year Federally Employed Women (FEW) conducts a **National Training Program (NTP)**. This year's program, **Training Today, Leaders Tomorrow**, will be held July 16-20, 2007, in Washington, D.C. Based on FEW's commitment to improving oppor-

tunities for women in federal employment, the training offered is targeted to provide you with the tools required to establish and build a successful career and to deliver quality public service.



The NTP is designed for all public, private, and federal employees, including military personnel at all levels and is consistent with the Office of Personnel Management Training. A variety of formats will be utilized to deliver the optimum educational experience. Sessions will range in length from a half-day overview session to a two-day comprehensive workshop. Now in its 38<sup>th</sup> year, FEW's NTP offers something for everyone. However, first and foremost, it focuses on providing quality training and educational opportunities for you, the attendee.

## HIGHLIGHTS

- Second Year for FEW's Education/Career Fair
- 3 Full Days of Training
- Agency Forums on Monday
- Hands-on Computer Training
- A Morning with Colonel Kim Olson, USAF (Ret.), Monday, July 16, 2007. Tuesday after the opening of the vendor hall, she will sign her books, *Iraq and Back: Inside the War to Win the Peace*
- Desi Williamson—Keynote Monday, July 16, 2007
- Building Relationships (Newcomers)
- Exhibit Expo
- James Bradley—Keynote Tuesday, July 17, 2007, followed by Book-Signing Event
- Mystery Night
- FEW Friday
- FEW National Board of Directors Event
- Break Point Book Store
- National Board of Directors (Visitors welcome)



## National Training Program



## Training Today, Leaders Tomorrow

### *An Opportunity You Have Been Waiting For* **2007 National Education/Career Fair**

Federally Employed Women is again sponsoring an Education/Career Fair to provide you with essential tools, materials, and guidance for a better understanding of educational and career opportunities.

Do not miss this chance to speak with recruiters, to make contacts, and to learn available resources. You can enhance your future. Bring your resume!

**You won't want to miss this opportunity on**

**Monday, July 16, 2007**

**1:00 p.m. to 5:00 p.m.**

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### **Bright Eyes Beauty Blast**

**Monday through Friday 6:00 a.m. to 7:00 a.m.**—Trainer: DCG TECHNOLOGY LEARNING CENTER—This fast-moving and upbeat session is for all fitness skill levels and is a great way to start your day. The workout will vary from day to day and will include a wide range of activities suited to all skill levels. It is designed to keep everyone interested and motivated.





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# Agency Forums

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## Agency Forums

For many years departments and agencies have successfully hosted meetings in conjunction with FEW's NTP. In this time of budget cuts and reduced staffing, the Agency Forum has been an outstanding way to significantly improve the delivery of Civil Rights (CR) and Equal Opportunity (EO) programs by assuring that all parts of the Department or Agency are working toward the same goal and are sharing expertise.

Agencies are invited to host an event on Monday of NTP week. Some agencies or bureaus host a one-day departmental forum that combines multiple agencies into one meeting.

## Target Audience

An Agency Forum brings together headquarters and field CR/EO staff, the Directors of CR/EO, full-time and collateral duty Federal Women's Program Managers and other Special Emphasis Managers, coordinators for programs for individuals with disabilities, human resources staff, agency line managers and supervisors, and others who have an interest in the subject areas being addressed at the forum.

## Agency Forums Scheduled

- Department of Commerce (DOC)
- Department of Homeland Security (DHS)
- Department of Interior (DOI)
- Federal Bureau of Investigation (FBI)
- Forest Service (FS)
- Health & Human Services (HHS)
- Internal Revenue Service (IRS)
- National Guard Bureau (NGB)
- Natural Resources Conservation Service (NRCS)
- United States Department of Agriculture (USDA)
- United States Department of Veterans Affairs (VA)
- United States Postal Service (USPS)

## Other Benefits

Agencies can combine forums with the NTP resulting in savings in travel as many of the individuals previously listed above are already at the meeting site to attend the NTP. The meeting format offers an opportunity for participants to meet face-to-face, an invaluable benefit in today's work climate of limited travel and heavy dependence on technology for communication.

Many agencies combine participation in a forum with participation in the Expo Hall. By opting to purchase exhibit space, an agency raises its visibility with all NTP attendees. This has proven to be an effective public relations and recruiting tool for many agencies that exhibit on a recurring basis. For the second consecutive year, an Education/Career Fair is being offered on Monday in which agencies may want to participate.

## Various Formats

Some agencies use the forum to update their staff on internal regulations, policies, and procedures. Others contract with trainers to present specific topics related to equal opportunity, program management, and program plan reporting. Many agencies invite their top-level management staff to attend and present information on their support of federal CR/EO programs.

To schedule an Agency Forum, please contact Joan Chopp via e-mail at [Joan.Chopp@ne.usda.gov](mailto:Joan.Chopp@ne.usda.gov) or call 402-437-4107.

To view the latest Forum list, visit:

[www.fewntp.org](http://www.fewntp.org).



## FEW-NTP Celebration Honoring Military Women

Join FEW in honoring our brave women in uniform who are serving the nation at a time when women in the military are clearly in the forefront and have proven that defending the USA is truly a mission where gender knows no bounds. The Department of Defense will join FEW in hosting a FEW-NTP Celebration Honoring Military Women on Tuesday, July 17, 2007. We will remember our fallen sisters in uniform and other outstanding military women who have made significant contributions to the advancement of women in government. In addition, you will hear from prominent keynote speaker James Bradley. 2007 is the ideal time for FEW to honor its military women as our nation remains at war. You won't want to miss this exciting event!

Dress: After five/formal dress for attendees.



The Director

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

March 14, 2007

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: LINDA M. SPRINGER  
DIRECTOR

A handwritten signature in blue ink, appearing to read "LMS", is placed to the right of the "FROM:" line.

Subject: Federally Employed Women's Thirty-Eighth National Training Program

Federally Employed Women will hold their Thirty-Eighth National Training Program July 16 through 19 in Washington, DC. The training conference is targeted towards Federal employees. The theme for this year is "Training Today, Leaders Tomorrow."

This four day training qualifies as training in compliance with 5 U.S.C. Chapter 41. The training is open to all employees and will provide training and workshops covering computer skills, career strategies, presentations, management skills, and leadership.

Federal employees and managers are encouraged to review additional conference and training information when deciding to participate, such as course descriptions, costs, and schedules, at the following website <http://www.fewntp.org/>.

Agencies are reminded that a change to 5 C.F.R. 410 on the reporting of training has become effective as of December 31, 2006. A copy of this final regulation may be found at <http://www.opm.gov/fedregis/2006/71-051006-28547-a.pdf> to help you comply.

cc: Human Resources and Equal Employment Opportunity Directors



# **FEW Training Addresses Executive Core Qualification Competencies As Defined by the Office of Personnel Management**

Welcome to Federally Employed Women's 2007 National Training Program. Today it is essential that departments and agencies be more focused on customer service. FEW is setting training standards for its members and affiliates in this area. The training has incorporated Office of Personnel Management's (OPM) important Executive Core Qualification Competencies, giving you an opportunity to expand your knowledge of the basic core competencies of effective leadership.

## **How Will You Benefit**

- Understand more thoroughly how to present your abilities in OPM's current Executive Core Qualification Competencies.

## **Who Should Attend**

- Those interested in a deeper understanding of the core competencies.
- Those who anticipate moving to higher level positions.

As human capital management is reshaped, government agencies will move forward to recruit, manage, and retain the best people to meet mission-critical needs. To this end, it becomes increasingly important to ensure that you have the skills necessary to meet these challenges. FEW's NTP training curriculum allows you the unique opportunity to meet the challenges of the evolving workplace.

In 2007 you will have the opportunity to expand your knowledge on basic Executive Core Qualification Competencies. The curriculum will include human relations, management, the value of diversity to improve mission accomplishment, successful communication, leadership team development, interpersonal skills, effective follower and leader dynamics, and creative problem solving.

See the following page for more information on Executive Core Qualification Competencies.

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## **News Release**

FOR IMMEDIATE RELEASE  
March 6, 2007 (Excerpt)

Contact: [Edmund D. Byrnes](#)  
202-606-2402

## **OPM Director Springer Testifies Before House Appropriations Subcommittee and Discusses Issues Faced by the Federal Workforce**

**Washington, DC** - U.S. Office of Personnel Management (OPM) Director Linda M. Springer testified today before the House Appropriations Subcommittee on Financial Services and General Government. The focus of her testimony was on the many issues OPM's workforce - and the federal workforce - will face during the coming year.

"OPM's responsibilities include every aspect of ensuring the federal government has an effective civilian workforce - from background investigations, recruitment, hiring, training and succession planning to personnel policy design, development and oversight, compensation, employee benefits and retirement administration," said Springer. Looking toward 2008, Springer said "one of her highest priorities has been, and continues to be, to modernize the way we calculate and process federal retirement payments."

This is of particular interest to Springer because it recognizes the changing demographics of the federal workforce, with roughly 60 percent of the federal workforce expected to be eligible for retirement over the next 10 years. Additionally, Springer, who is the principal advisor to the President on personnel management issues for the 1.8 million employees in the federal civilian workforce, noted that OPM designs, develops and oversees the implementation of human-capital strategies across the federal government, including:

- Setting the recruiting, selection, development, and compensation guidance for federal executives and other civil service employees;
- Designing and overseeing the operation of the USAJOBS.gov website, which averages 20,000 job vacancies daily, has 1.9 million resumes on file and sends over 260,000 emails daily to job seekers;
- Certifying performance appraisal systems for over 7,000 members of the Senior Executive Service;
- Managing the world's largest (8 million people) single employer-sponsored health insurance plan in the world;
- Conducting 90 percent (1.8 million) of all background investigative services for the federal government;
- Providing training for over 13,000 people yearly at the Federal Executive Institute and Management Development Centers; and
- Administering retirement benefits for all three branches of the federal government.

## Executive Core Qualifications (ECQ)

Leading Change	Leading People	Results Driven	Business Acumen	Building Coalitions
<b>Definitions</b>				
This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.	This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.	This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.	This core qualification involves the ability to manage human, financial, and information resources strategically.	This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.
<b>Competencies</b>				
Creativity and Innovation External Awareness Flexibility Resilience Strategic Thinking Vision	Conflict Management Leveraging Diversity Developing Others Team Building	Accountability Customer Service Decisiveness Entrepreneurship Problem Solving Technical Credibility	Financial Management Human Capital Management Technology Management	Partnering Political Savvy Influencing/Negotiating

**Fundamental Competencies:** These competencies are the foundation for success in each of the Executive Core Qualifications.

- Interpersonal Skills
- Oral Communication
- Continual Learning
- Written Communication
- Integrity/Honesty
- Public Service Motivation

# Schedule of Events

DAY	TIME	EVENT
<b>Sunday, July 15</b>		
	9:00 am - 12:00 pm	National Board of Directors (NBOD) Orientation
	12:00 pm - 8:00 pm	Open Registration
	3:00 pm - 4:00 pm	Building Relationships (Newcomers)
<b>Monday, July 16</b>		
	6:00 am - 7:00 am	Bright Eyes Body Blast
	7:00 am - 7:00 pm	Open Registration
	7:30 am - 9:00 am	Opening Session
	9:00 am - 5:30 pm	Break Point Book Store
	9:30 am - 5:00 pm	Agency Forums
	1:00 pm - 5:00 pm	Education/Career Fair
	7:00 pm - 10:00 pm	Awards Program
<b>Tuesday, July 17</b>		
	6:00 am - 7:00 am	Bright Eyes Body Blast
	7:00 am - 7:00 pm	Open Registration
	7:00 am - 5:30 pm	Break Point Book Store
	8:30 am - 4:30 pm	Training Courses
	9:00 am - 6:00 pm	Expo Hall
	11:30 am - 12:00 pm	Expo Hall Ribbon Cutting Ceremony
	3:00 pm - 6:00 pm	Book Signing--Colonel Kim Olson (Ret.)
	4:30 pm - 5:30 pm	Building Relationships (Newcomers)
	7:00 pm - 9:00 pm	FEW-NTP Celebration Honoring Military Women Book Signing--James Bradley
<b>Wednesday, July 18</b>		
	6:00 am - 7:00 am	Bright Eyes Body Blast
	7:00 am - 7:00 pm	Open Registration
	7:00 am - 8:45 am	Legislative Breakfast
	7:30 am - 5:30 pm	Break Point Book Store
	9:00 am - 4:30 pm	Training Courses
	11:00 am - 7:00 pm	Expo Hall
	4:30 pm - 5:30 pm	Building Relationships (Networking)
	5:30 pm - 7:00 pm	Regional Meetings
<b>Thursday, July 19</b>		
	6:00 am - 7:00 am	Bright Eyes Body Blast
	7:00 am - 2:30 pm	Open Registration
	7:30 am - 3:00 pm	Break Point Book Store
	8:30 am - 4:30 pm	Training Courses
	9:00 am - 1:00 pm	Expo Hall
	5:00 pm - 6:00 pm	Volunteers Reception
	7:00 pm - 9:00 pm	Mystery Night
<b>Friday, July 20</b>		
	6:00 am - 7:00 am	Bright Eyes Body Blast
	7:00 am - 7:30 am	Credentials Open
	7:30 am - 9:30 am	Annual Membership Meeting
	10:00 am - 1:30 pm	FEW Friday
	2:00 pm - 2:30 pm	Credentials Open
	2:30 pm - 4:30 pm	National Board of Directors Meeting
	5:00 pm - 9:00 pm	FEW Board Event
<b>Saturday, July 21</b>		
	8:00 am - 6:00 pm	National Board of Directors Meeting

**Tuesday-Wednesday, July 17-18, 2007**  
**Tues. 8:30 a.m.-4:30 p.m.-Wed. 9:00 a.m.-4:30 p.m.**

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## Two-Day Courses

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### **#101 Novice/Skilled—Career Strategies: Outsourced, But Not Outdone**

**Trainer: Eunice Colmon**

This highly interactive workshop will define for you the terms outsourcing, off-shoring, downsizing, and other current workplace practices to assist you in applying factual information and sound judgment to determine personal career strategies needed to be flexible and resilient in these changing times. You will walk away with an updated resume that reflects your past accomplishments as well as developmental gaps that may need to be filled. You can practice and receive feedback on informational and job interviewing with an understanding of when to utilize each type of interview and to what end.

### **#102 Novice—MS Project 2003**

**Trainer: DCG Technology Learning Center**

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and/or modifying project plans, and who needs a tool to manage those project plans.

Prerequisites: An understanding of project management concepts and Microsoft Project 2003: Level 1

**Tuesday, July 17, 2007, 8:30 a.m.-4:30 p.m.**

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## Full-Day Courses

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### **#201 Novice—How to Write Like the Pros**

**Trainer: Janie Walters**

This writing course will remind you how to locate information, organize thoughts, select appropriate words, and edit the finished product. Practice will include writing a simple sentence, a short paragraph, and a three-paragraph memorandum, and editing the memo to eliminate deadwood. Janie Walters, the course's trainer, specializes in making all learning fun, including writing. Expect laughter.

### **#202 Novice—FEW Chapter Officer Training**

**Trainer: Marion Stevens**

This workshop will provide you with the tools to:

- function as a responsible and effective Chapter Officer and committee chair;
- understand your roles and responsibilities; and
- understand the resources available to assist Chapters in meeting requirements.

### **#203 Novice/Skilled—FEW Complaints Advisors Training (1/2 day Monday—Full Day Tuesday)**

**Trainers: Bernice Waller and Julius Crouch**

This workshop will train FEW members to advise and assist others with the EEO Complaints Process. It will cover the entire complaints process from the recognition of a discrimination problem through court preparations. The focus will be on helping others to navigate the process with an orientation towards winning their EEO cases.

### **#204 Novice/Skilled—Beyond the Basics: Tips for Taking Better Digital Photographs**

**Trainer: DCG Technology Learning Center**

Learn all about the digital camera and what it will do in this exciting workshop. You will learn to: select the camera settings to achieve the desired result, use the software to manipulate digital images such as correcting color or brightness, how to edit images to include cropping and removing distracting objects, and how to make the best choices for inks and printers.

### **#205 Novice/Skilled—WOW! Customer Service**

**Trainer: DCG Technology Learning Center**

Customer service is key to the success of any organization, and this workshop will teach you how to build rapport with your customers by responding efficiently to their concerns. It will focus on the eight C's of the customer service superstar. Learn the power of asking the right questions; terms to avoid; how to handle sensitive issues; tips for managing the difficult or angry customer; how to utilize technology to improve customer service; and steps to take to manage your time better and reduce your stress.

### **#206 Novice/Skilled—Generational Management**

**Trainer: Skillpath**

You will gain understanding of the four generations and the major factors that influenced each generation. This workshop will explore the characteristics and core values of the four generations in the workforce today and will give you a better understanding of the needs of each generation. You will receive tips for better communication and understanding the typical on-the-job clashes that can occur. This workshop is important to everyone, but it will give managers tips for building a cross-generational team that gets results.

## Full-Day Courses

Tuesday, July 17, 2007, 8:30 a.m.-4:30 p.m.

### #207 Skilled—Preparing and Delivering Professional Presentations

**Trainer:** *Larry Tracy*

Presentations are really four in one: the presentation you planned; the one you delivered; the one you wish you had delivered; and the one your audience heard. This workshop will cover all elements of an ideal presentation to include planning; practicing; communication obstacles; overcoming fears; developing visuals; body language; vocal problems; knowing your audience; answering questions; and giving you some shortcuts to eloquence.

### #208 Novice—Using Publisher to Create Effective Newsletters

**Trainer:** *DCG Technology Learning Center*

Discuss various design techniques to create effective publications; create, modify, save, and print a one-page document using a publication design. Modify a publication's layout and structure. Format text by adding tabs, indents, special characters, and automated formatting. Insert and modify graphic elements on a page. Add and modify rows, columns, text, and format in a table to display data on a page. Format pictures and picture frames, WordArt and Design Gallery Objects. Minimum prerequisites: Window XP; Word Introduction

### #209 Novice—Introduction to Excel

**Trainer:** *DCG Technology Learning Center*

Minimum Prerequisites: Basic knowledge of Windows XP, mouse, and keyboarding skills. This interactive

class is designed to quickly familiarize you with Excel's characteristics, give you the basic skills needed to build simple spreadsheets, to create charts, and to work with formulae. You will learn how to increase your productivity by learning various task shortcuts.

### #210 Novice/Skilled—Get to the Point - on Writing Well

**Trainer:** *DCG Technology Learning Center*

Using numerous writing exercises, you will:

- learn the skills needed to gather your thoughts into carefully-worded sentences and paragraphs;
- create eye-catching looks to memos;
- start with a "grabber" of an opener in your letter;
- learn the most effective, concise manner to structure business letters;
- learn key words and phrases to use to give that added "punch" to your letters and memos;
- learn to organize and think out ideas and the importance of reviewing content;
- look at high impact placement of commas, colons, and semicolons;
- choose accurate possessives, and use quotation marks correctly;
- learn to be upbeat and to-the-point so that you can get action FAST;
- convey your thoughts clearly; and
- compose documents people will want to read.

Tuesday, July 17, 2007, 8:30 a.m.-12:00 noon

## Morning Courses

### #301 Novice—The Golden Rule of Customer Service

**Trainer:** *Frank Coy*

Many private and public sector jobs involve direct interface with the public. Too often the perception of the general public towards the public servant is contingent upon the efficient and effective way that these personnel respond to stressful situations. This interactive process will assist you to identify, assess, and apply effective strategies and techniques for successfully communicating with difficult or irate customers. You are guided in applying practical approaches for projecting and maintaining genuine interest and concern for customer service. Training takes a situational approach for understanding and applying four basic behavioral and communicating style approaches for resolving interpersonal conflicts before they become barriers to ongoing problem solving.

### #302 Novice/Skilled—Making Desktop Software Accessible

**Trainer:** *Jane Morgan*

The learner will increase awareness of legislation and regulations affecting the federal government and be able to distinguish them from legislation affecting the non-federal world and will focus on adjusting to changes in the federal workplace that require employees to facilitate administrative objectives in support of reaching citizens with disabilities. The learner will increase awareness of how to incorporate technical applications and produce electronic products useful to people with disabilities into agency culture. This includes use of common desk-top software, producing documents for web publication, and ways to check acceptability of compliant goods and services.



## Morning Courses

Tuesday, July 17, 2007, 8:30 a.m.-12:00 noon

### #303 Expert—How to Self Publish Your Own Book

**Trainer: Dewayne Owens**

Attention All "Want-to-be Authors!"

This workshop will give you:

- knowledge About The Self-Publishing Industry;
- tips on How To Develop Your Topic;
- information on Establishing Your Own Self-Publishing Company; and
- information on How to Obtain Copyrights, LCCN & ISBN Numbers.

How will you benefit—by:

- successfully becoming an established author;
- enhancing your credibility and expertise; and
- developing another stream of income

### #304 Novice—New Member Orientation

**Trainer: Ellen McKenzie**

This workshop is especially designed for new and future members of Federally Employed Women and will give you a detailed look at FEW's history, organization, and purpose with an emphasis on FEW's special emphasis areas and organizational goals. These areas include training, legislature, sexual harassment/discrimination, and diversity.

### #305 All Levels—The New Congress

**Trainer: Kenneth Gold**

As a consequence of the November 2006 elections, there are major changes in party and committee leadership in the 110<sup>th</sup> Congress. This dynamic workshop will examine:

- what happened and why;
- the political dynamics resulting from the election and their implications for legislative-executive decisions;
- changes in the membership, leadership, and committee make-up of the new Congress;
- Congress' role in key domestic, defense, and homeland security issues; and
- budget politics and discretionary spending.

This workshop is an excellent lead-in to the afternoon session "Understanding the Legislative Process" with a focus on FEW's legislative program.

### #306 Novice/Skilled—360 Degree Feedback

**Trainer: DCG Technology Learning Center**

This timely workshop will assist you with developing skills necessary for effective communication by:

- identifying the purpose and benefits of obtaining feedback;
- identifying the best method to provide constructive feedback to your employees or peers;
- helping you develop a plan and create action steps;
- showing you how to get the involvement and support of others;

- learning the best methods to overcome obstacles or criticisms; and
- looking at criteria to guide you step-by-step to successful procedures resulting in honest feedback.

### #307 Novice/Skilled—Give a Presentation: Who Me?

**Trainer: DCG Technology Learning Center**

Determine ways to seize the audience's attention and keep them riveted, wanting to come back for more.

This workshop will show you how to open, hold people's interest, and use humor. Discover how to build your own confidence and displace the anxiety that troubles us all and learn some superb techniques for giving an outstanding presentation.

### #308 Novice/Skilled—Math Refresher

**Trainer: DCG Technology Learning Center**

Going back to college and worried about taking math again? Do you need to use percents, fractions, formulae, equations at work? If so, this workshop is for you! It will provide an extensive review of basic math concepts with an emphasis on analyzing data. Learn to compute interest, find a number when percent is known, and calculate tax and discounts. Exercises include realistic application that students can apply to everyday workplace needs. **A calculator is needed for this interactive class.**

### #309 All Levels—EEO Bullying/Harassment – What Federal Employees/Managers Need to Know

**Trainer: Carol Dawson**

This informative, interactive, and "Never Boring" Equal Employment Opportunity (EEO) related workshop teaches the need for understanding the full scope of the EEO harassment laws and proactively embracing the requirements. This workshop focuses primarily on understanding the necessity of respect and inclusion within the federal workforce. Through personal assessment, you will learn your weaknesses and strengths, enabling you to make appropriate changes in your own actions and reactions. Current and future leaders within federal government should not miss this workshop.

### #310 All Levels—How to Become PMP Certified

**Trainer: Joann Becker**

Learn how to be recognized as one of the best in the field of project management by becoming a PMP. When this credential is obtained, you will be identified and respected as having the knowledge to competently practice project management. You will demonstrate to your project management team that you have the professional responsibility to your customers, your organization, and to the public.

**Tuesday, July 17, 2007, 1:00 p.m.-4:30 p.m.**

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## Afternoon Courses

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### **#401 Novice/Skilled—Understanding the Legislative Process: How a Bill Really Becomes a Law**

**Trainers:** *Cecelia Davis and Janet Kopenhaver*

Federal legislation has a direct impact on federal workers on all levels. This course will provide insight into the federal legislative process. How does a bill actually become a law? What influences what is included in the final bill? Who and what actions help push a bill through the legislative process? All these questions, and more, will be answered. You will also learn about FEW's Legislative Program for the 110<sup>th</sup> Congress and some priority legislative issues that will impact federal workers.

### **#402 All Levels—One Hand Clapping: Appreciating Competence and Creativity Gained from Disability**

**Trainer:** *Kate Adamson*

Her simple but profound presentation "One Hand Clapping" demonstrates that corporations as well as individuals can achieve the improbable by focusing on what we have, not what we don't; what we want, not what we don't; and what we can do, not what we can't. **Kate is not just another "feel good" motivational speaker; her experience is unique and her message is powerful.** Her versatile yet practical approach to issues involving disabled workers (and disabled organizations) comes not from theory, but from personal experience. Once considered "dead"—her life not worth saving—she traveled the long road back to the land of the living, and now travels the country as the only professional speaker to ever recover from Locked-in Syndrome (total paralysis). Kate will share her personal story and help you understand how the techniques of dealing with disability on an individual basis help meet organizational goals and will increase appreciation, not sympathy, of/for people with disabilities.

### **#403 All Levels—The Promotable Woman: Have We Come a Long Way Baby?**

**Trainer:** *Dr. Jan Northup*

This workshop explores the factors that have made the difference in the lives of successful women and is based on research about high performers, both men and women. You will have the opportunity to develop behavioral skills in the areas of positive attitudes, communications, goal setting, balancing career and home, stress management, and gaining professional acceptance. Expanding these skills will make individuals a valuable asset when transitioning into new jobs and new technologies.

### **#404 Novice/Skilled—Planning a Successful Training Program**

**Trainer:** *Becky Fasulo*

This workshop will give you ideas for exciting and professional training programs and provide steps of a "how-to plan" for successful training programs, whether it is a brown bag lunch event, a full day program at your agency, church, or organization, or a FEW Chapter or Regional Training Program.

### **#405 Novice/Skilled—Basic Money Management**

**Trainer:** *Beverly Rhodes*

The "**Basic Money Management**" program will present an overview of financial management in the areas of basic budgeting, debt management, credit reports, scams and rip-offs, and insurance and savings.

### **#406 All Levels—DiSC® Dimension Profile and Diversity**

**Trainer:** *Bruce Clarke*

You will experience, through the DiSC assessment, a better understanding of yourself in relation to your environment. This understanding will assist you in understanding how your environment shapes your behaviors and the behaviors of those around you. You will learn how to use different behaviors in different settings, such as when you are coaching, communicating, working on teams, interacting with customers, and understanding the diversity of others.

### **#407 All Levels—Past Presidents Forum**

**Trainer:** *Patricia Wolfe, FEW Immediate Past President*

Don't miss the opportunity to meet and hear from FEW's Past Presidents in an informal setting. Learn the history of Federally Employed Women from the women who made it! Past Presidents will highlight accomplishments from their administrations. This is your chance to ask questions and meet the women who have led this organization from its beginning 39 years ago. Did you know FEW will celebrate its 40<sup>th</sup> birthday in April 2008?

### **#408 All Levels—Acquisition with a Vision: Preserving our Freedoms, Protecting America, and Securing our Homeland**

**Trainer:** *Soraya Correa, Director, Office of Procurement Operations, Department of Homeland Security*

Learn more about the federal government's newest department and the challenge of buying goods and services to protect the homeland. Ms. Correa will lead a panel of experts who will tell you about the many roles of acquisition professionals and how they support the department's critical mission. The panel will cover topics such as earned value management, working with Congress, customer focus, and business advisor.

## Afternoon Courses

**Tuesday, July 17, 2007, 1:00 p.m.-4:30 p.m.**

### **#409 Skilled—Managing Personal and Organizational Change**

**Trainer: Joni Daniels**

How change is introduced and managed has a critical influence on people's willingness to respond. In this highly interactive workshop, you will be presented with models for transition along with ideas for planning change, recognizing and minimizing stress and resistance, monitoring the consequences of change, and creating a focus toward generating steps for success. You will walk away with a practical understanding of the change process, its role in personal experience and in an organization, and what skills are needed to effectively manage personal transition and organizational change.

### **#410 Skilled—Conflict Management – Strategies for a Sane Workplace**

**Trainer: Dr. Marc A. De Simone, Sr.**

As a result of this workshop and with the aid of materials provided, you will be able to: define conflict; describe the conflict process; list the four levels of conflict; explain the 10 guidelines for managing conflict, identity-mentoring "competencies", and characteristics; discover the "Animals Within" conflict modalities and the "Conflict Intervention Grid;" and finally to manage conflict.

### **#411 Skilled—Mentoring for Success**

**Trainer: Dr. Joan De Simone**

At the end of this workshop, you will be able to: describe the mentoring process; list the benefits of a mentoring partnership; explain the difference between the role of the mentor, the helpful peer, the supervisor, and the coach; identify and strengthen useful interpersonal skills; prepare mentors to plan, organize, and manage their own partnerships; give and receive feedback; and to establish reasonable expectations.

**Wednesday—Thursday, July 18-19, 2007**

**Wed. 9:00 a.m.-4:30 p.m.—Thurs. 8:30 a.m.-4:30 p.m.**

## **Two-Day Course**

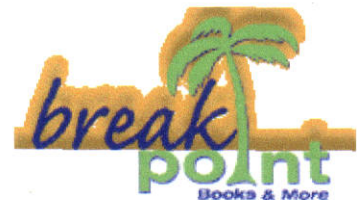
### **#501 Skilled—Effective Public Speaking – Even When Your Knees Are.....Knocking**

**Trainer, Janie Walters**

Delivering an effective brief is truly a skill that MUST be mastered as women advance in careers. This workshop strips away the theory and teaches the most important basics of public speaking, easily understood by all. This workshop is not talking about giving effective presentations to groups, but giving presentations to each other, and the participants will critique the presentations. This is a non-threatening environment; you are given the opportunity to actually polish your skills and leave the workshop with experience in delivering a brief.

### **Break Point Book Store Hours**

Monday	9:00 a.m. – 5:30 p.m.
Tuesday	7:00 a.m. – 5:30 p.m.
Wednesday	7:30 a.m. – 5:30 p.m.
Thursday	7:30 a.m. – 3:00 p.m.



**Wednesday, July 18, 2007, 9:00 a.m.-4:30 p.m.**

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## Full-Day Courses

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### **#601 Novice/Skilled—Gaining Support for Special Emphasis Programs**

**Trainer: Carrolle Rushford**

This interactive workshop will examine barriers that Special Emphasis Program Managers (SEPMs) may face in implementing their programs and provide tools and techniques to reinforce management's role and responsibility in achieving the SEPM goals. The trainer will provide an overview of goals of the Special Emphasis Programs; examine the differences between EEO, Diversity, and Affirmative Action; specific reasons why managers and supervisors may not be supportive; ways in which managers and supervisors are supportive; and the examination of communication styles that bring about interactive support.

### **#602 Novice/Skilled—Preparing for the Role of Manager**

**Trainer: DCG Technology Learning Center**

Ideal training for newer managers and supervisors and a good refresher for the veteran—make your move into management smoother and more successful. Learn the skills necessary to manage/organize your people, your time, and multiple projects. Discover the necessary tips for supervising your peer group. Learn the best ways to recover from your own errors. Learn what your manager wants and expects from you and your employees. When tough people-problems arise, you will know how to handle them by reacting with confidence. The skills you gain in this workshop will provide you with self-assurance and confidence as you "take charge" in your new job and achieve results.

### **#603 Novice/Skilled—How to Present Professional, Practical, and Powerful Presentations**

**Trainer: Bruce G. Clarke**

This workshop instructs and guides you on speech (voice); gestures (movement, interaction with and without audiovisual equipment); use of visual aids; setting up a room properly; and giving a professional presentation to an audience of one to one hundred. At the conclusion of the workshop, with the aid of a presentation template, you will be afforded the opportunity to use the information learned throughout the session to prepare and present a five- to ten-minute presentation. The trained instructor/facilitator will provide constructive feedback on methodologies and suggestions to improve and to strengthen your current presentation skills.

### **#604 Skilled—Writing Performance-Based Work Statements**

**Trainer: William (Bill) Lisse**

The Statement of Work (SOW) is the foundation for contractor performance. It is the core document that precisely conveys the government's needs to contractors in a manner that assures accurate bids and successfully performed work. In Performance-Based Contracting—where the focus is on the end result of the contract rather than on how goods or services are delivered—the Performance Work Statement (PWS) takes on even more importance. The key to writing a successful PWS is knowing how to create a SOW that provides contractors the greatest amount of control while firmly establishing methods for measuring and reviewing the contractor's performance, progress, costs, and quality.

### **#605 Skilled—Succession Planning**

**Trainer: Phillip Meade**

The workshop utilizes recognized adult-learning theory and combines lecture with small group/large group discussions, case studies, scenarios, video, and current event analysis to make the class relevant to today's work environment. At the end of this workshop you will be able to sequence the phases required to implement a systematic succession plan; identify approaches to developing your competency model; and identify strategies for winning management commitment to your succession plan.

### **#606 Novice—From Paper to Policy/Procedures**

**Trainer: DCG Technology Learning Center**

There are few things that are more important in business than being able to distill research and corporate knowledge into policies and procedures that can be read, understood, and applied consistently. Using style manuals, MS Word shortcuts, and other tools, the presenter will lead you through the steps required to create these often cumbersome, but vitally important documents. This workshop will define technical writing and learn where it is used appropriately, learn formatting techniques for each type of document, and learn techniques for translating research into policy clearly and concisely.

### **#607 Novice—FEW Regional Manager/Regional Representative Training**

**Trainer: Becky Fasulo**

Regional Manager training is an exciting opportunity, in a workshop setting, to get the information you need to be an effective regional officer and member of Federally Employed Women. A partial list of topics covered includes organizational structure and functions at the National, Regional, and Chapter levels; roles and responsibilities of Regional Officers; roles and responsibilities of committees; and how to conduct a Regional meeting. Many working examples will be available.

## Full Day Courses

Wednesday, July 18, 2007, 9:00 a.m.-4:30 p.m.

### **#608 Skilled—Is Direct Sales in Your Future?**

**Trainer: DCG Technology Learning Center**

By utilizing open discussion, breakout groups, role play, and exercises, the workshop will target your learning to: decide what you want and need from your business; explore all the major options in network marketing companies; learn how to research the companies and ask all the right questions; and select a company that will meet your needs. The workshop will identify the pros and cons of the direct sales industry and evaluate them based on your needs and skills and abilities; compare and contrast the major types of direct sales companies; and identify support systems and sources of information.

### **#609 Novice/Skilled—Get to the Point – On Writing Well**

**Trainer: DCG Technology Learning Center**

Using numerous writing exercises, you will:

- learn the skills needed to gather your thoughts into carefully-worded sentences and paragraphs;
- create eye-catching looks to memos;
- start with a “grabber” of an opener in your letter;
- learn the most effective, concise manner to structure business letters;
- learn key words and phrases to use to give that added “punch” to your letters and memos;
- learn to organize and think out ideas and the importance of reviewing content;
- look at high impact placement of commas, colons, and semicolons;
- use accurate possessives and quotation marks correctly;
- learn to be upbeat and to-the-point so that you can get action FAST;
- convey your thoughts clearly; and
- compose documents people will want to read.

### **#610 Novice—How to Start a Business**

**Trainer: DCG Technology Learning Center**

By utilizing open discussion and breakout groups, we will target your learning to:

- identify the types of business entities and the situations which are applicable and appropriate to you;
- identify the legal paperwork required to start each business entity;
- understand the job requirements for an entrepreneur (pre-determined skills needed);
- understand the financial considerations;
- define sources of support and resources;
- understand the basic components of the strengths, weaknesses, opportunities, and threats (SWOT); and
- analyze Business and Marketing Plans.

### **#611 Novice—Building High Performing Teams**

**Trainer: Frank Coy**

Very experimental, fast paced, informational, and fun! This training will utilize a variety of interactive training methods. Special emphasis will be given to “learning by doing” through experience, action, and constructive feedback, using a variety of role-play, case study, and problem-solving exercises. Incorporating your “real world” needs, issues, and concerns into facilitated application-oriented group discussions will enhance training value and relevance. Training manuals, video support, and graphic training aids will further empower each individual’s learning throughout the workshop.

### **#612-Skilled—Create Powerful Presentations Using PowerPoint 2003**

**Trainer: DCG Technology Learning Center**

This lab will provide the students with more advanced techniques involving Multimedia. This will include using a digital camera and adding photos to your presentation. You will insert a digital photo as a slide’s background. You also will create a watermark from a photo and use the watermark as a slide background. You will select an AutoShape and fill it with a picture. You will also insert videos into a presentation. Learn how to transform one image into another by creating a “morphing” effect. There will also be many tips and tricks shared by the instructor throughout the class. Minimum prerequisites: Windows XP; PowerPoint Introduction; or one year work experience with the product.

### **#613 Skilled—Excel 2003 Intermediate**

**Trainer: DCG Technologies Learning Center**

This highly interactive class is designed to provide the Excel user with even more skills to utilize in various job functions. You will learn how to create charts with your data, create and apply filters to long lists of data, and work with advance formulae.

Minimum prerequisites: Windows XP; Excel Introduction or equivalent knowledge.

### **#614 All Levels—The Professional Trainers Conference**

**Trainer: Skillpath**

Develop and deliver powerful training that gets results...New trainers looking to get up to speed fast...experienced trainers needing to refresh their routines...and training managers who want to gather new ideas and instill greater confidence and energy in their training teams will benefit from this session.



**Wednesday, July 18, 2007, 9:00 a.m.-12:00 noon**

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## Morning Courses

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### **#701 Novice/Skilled—Preparing to Win Your EEO Cases**

**Trainer: Julius Crouch**

This workshop will cover the current EEO Complaints Process from the complainant's perspective—from the recognition of a discrimination problem through the preparations to court. Steps will be explained to avoid a discrimination complaint, followed by steps needed to take in order to address the situation without going into the EEO process. If a complaint must be filed, this workshop will give you a step-by-step action needed to take to make the process easier and improve your chances of prevailing.

### **#702 Novice—Catapult Your Membership Numbers**

**Trainers: Ellen McKenzie and Rhonda Trent**

This session will cover either during the session or in the workbook everything related to recruiting new members and retaining current ones. The presenters have extensive experience and success to draw on and will provide you a comprehensive handout with ideas, suggestions, and examples of how to make recruitment and retention of membership possible. This information is compiled from over 25 years of combined, hands-on experience in motivating and nurturing FEW Chapters.

### **#703 Novice—Balancing Hormones Naturally, Ergonomics, and Pain Management**

**Trainer: Dr. Robert Rifkin**

This workshop is conducted in three segments, each one hour. The first segment educates on the true causes of PMS and menopause so you can understand the regulation of estrogen and progesterone in the body. You will gain insight on balancing hormones naturally through supplements, herbs, homeopathic remedies, natural hormone replacements, and alternative therapies. In the second segment you will learn how to use correct ergonomics to help prevent and correct back, neck, wrist, and headache pain. The third segment is an education on the underlying causes of chronic pain and what can be done to reduce it naturally.

### **#704 Novice—Who Am I? Who Are You? Who Are We Together?**

**Trainer: Pat McGill, MA ED** (*This session will be repeated on Thursday morning*)

You will:

- identify the non-verbals and credibility robbers of Professional Presence;
- learn the Principles of Motivation, the Four Kinds of Smart, Ages and Stages of the 21<sup>st</sup> Century; and
- develop your own Board of Directors for personal and professional growth on the Principles of Psycho-Geometrics.

### **#705 Novice—Long Term Care – The Missing Piece in Your Retirement Plan?**

**Trainer: Beth O'Brien**

Living a long life has become a near certainty. Planning for it is now a necessity. This workshop will strive to educate federal family members on the importance of planning ahead for future long term care needs. You will understand the differences between long term care and healthcare (e.g., FEHB, Medicare, and VA benefits). Learn why many federal employees will not qualify to have Medicaid pay for their long term care. Know how to tailor an LTC insurance policy to meet your individual needs. You will be encouraged to "comparison shop;" you will be given consumer protection tips on what to look for in a policy.

### **#706 Novice/Skilled—Taming Life's Roller Coaster and Building Resilience**

**Trainer: Dr. Jan Northup**

You will benefit as you will understand how to:

- move forward in life and work with a strong sense of self and purpose;
- embrace change and project positive reactions to change;
- apply past lessons learned in current and future critical incidents;
- quickly move to a locus of control when in conflict situations;
- use effective communications problem solving and decision-making skills;
- demonstrate a strong sense of self and commitment to goal achievement;
- trust circumstances and outcomes as a part of life's continuous learning process—
  1. Buffer internal and external negativity.
  2. Maintain high levels of performance in personal and work environments.

### **#707 Novice/Skilled—Women in Finance - Understanding Your Investments**

**Trainer, Beverly J. Rhodes, AFC**

The Understanding Your Investments Program will consist of starting and understanding your investment options to include mutual funds, direct purchase stocks, and personal retirement planning. You will be able to read a prospectus, understand the risk factors of investing, know the costs involved, and select options that are personalized for your financial future.

### **#708 Novice—Learning How Federal Employees Can Respond Constructively (Panel)**

**Trainer: Jane Morgan**

This workshop is an opportunity to obtain an overview of a multitude of disabilities from the perspective of a panel of advocates and representatives specializing in disabilities. The workshop provides suggestions for awareness and inclusiveness of people with disabilities in federal government activities.

## Morning Courses

Wednesday, July 18, 2007, 9:00 a.m.-12:00 noon

### **#709 Skilled—Working Smarter to Play Harder: Achieving Work Life Balance**

**Trainer: Nancy Lewis**

This session is an interactive session and will get you fired up to make changes you need to work and develop the balance you need in your life.

Some of the following keys will be discussed:

- Identifying resources to help you in your present position
- The importance of building and nurturing relationships
- Being a person of integrity—honoring your commitments
- Committing to lifelong learning
- Prioritizing what is important to you
- Understanding the value of being resilient
- Developing a solid spiritual foundation

### **#710 Novice—TWO SESSIONS IN ONE....Take this Job and Love It: Building Your Acquisition and**

**Career and Performance Based Acquisition, Managing for Success**

**Trainer: Karen Pica**

Information on careers in federal acquisition and how to plan your career to attain your professional goals.

**Trainer: Julia Wise**

Information, resources and practical advice on planning, executing, and managing a performance based acquisition to achieve your desired outcomes.

Wednesday, July 18, 2007, 1:00 p.m.-4:30 p.m.

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## Afternoon Courses

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### **#801 Novice—National Coalition for Equity in Public Service (NCEPS) Workshop**

**Trainer: NCEPS** (Blacks in Government, Federal Asian Pacific American Council, Federally Employed Women, Government Hispanic Employees, National Image, Inc., and Society of American Indian Government Employees)

This workshop will address current issues affecting the federal workforce.

### **#802 Novice/Expert—MOVING UP: Interviewing for Your Dream Job**

**Trainers: Carol Dawson, Diane Ormerod**

This informative, interactive, and “Never Boring” workshop will enhance your understanding of the need for strategic thinking skills as a leader as well as the importance in your career planning. The workshop focuses primarily on understanding that **every job** is important in the climb to leadership opportunities. The session takes you through a journey of the interview process from preparation to closing the deal. The session includes tools to enhance federal employees’ written and oral communication skills.

### **#803 Novice—Have it All: Success and Fulfillment at Work and Home**

**Trainer: Renee’ B. Harding, Psy.D., M.B.A.**

This workshop is an interactive session that will focus on the unique stressors that federally employed women experience on a daily basis—both at work and at home—and how to effectively overcome them. You will gain insight into how you might be inhibiting your potential and will discover specific ways you can effectively enhance your work and personal life. In addition to group discussion and activities, you will receive expert tips, proven techniques, and sound advice on how to experience more success and fulfillment in your life.

### **#804 Novice to Skilled—Utilizing IDPs for Career Mapping**

**Trainer: Indigo Johnson**

This workshop will help decision-makers and individuals in coaching and guiding their employees on their Individual Development Plan (IDP). You will gain the ability to manage your own professional career, while understanding how to support your direct reports. Career Mapping is identifying curriculum options and needs, self-development activities, and setting realistic career goals that will provide a clear path to your career aspiration. The workshop will discuss the need to examine your personal strengths, skills, aptitude, and abilities to map a route or a path to the ideal career/position within an organization.

### **#805 Novice/Expert—Jump Start Your Heart: CPR for Your Dreams**

**Trainer: Nancy Stevens**

Using humor, story, and song in this interactive workshop, Nancy (world champion blind tri-athlete) inspires and motivates you to create a clear vision, stay persistent, find courage to begin or stick with a goal, and put yourself and your dream at the top of your to-do list. You will identify one goal to work on, and take the beginning steps necessary to initiate or continue your goal.

### **#806 Novice - Chapter Organization Training**

**Trainer: Marion Stevens**

This course will provide an overview of FEW’s purpose, its major focus areas, organizational goals and structure, and resources for starting a FEW chapter. Participants will learn a step-by-step process on how to start a FEW chapter and gain the resources available to assist in this process.

## Afternoon Courses

Wednesday, July 18, 2007, 1:00 p.m.-4:30 p.m.

### **#807 Novice or Skilled—Creating a Team: Your Aging Parents, their Doctor, and You**

**Trainer: Wilma Schmitz**

This workshop will teach family caregivers how to use more effective communication techniques with health care professionals so a caregiver can be a better advocate on behalf of a loved one. The workshop is a national program developed by the National Family Caregivers Association. The presenter is a representative for the National Family Caregivers Association and was trained to present the program to family members caring for a chronically-ill person.

### **#808 Expert—Follow the Yellow Brick Road of Success: Effective Goal Writing**

**Trainer: Dewayne Owens**

This dynamic program will assist you in developing goals to achieve your dream lifestyle. Be it career goals or personal goals, Mr. Owens will instruct and assist you in developing a five-year plan to enhance a promising future and show you how to take the “baby steps” to reach your goals one step at a time.

### **#809 Skilled—Power of Connections**

**Trainer: Nancy Lewis**

In today's economic and turbulent times, building relationships and connecting with others is vital to your career and personal success. You must be willing to forge in new directions to meet new people and step outside your comfort zone. When you meet new people in the workplace or in social settings, how do you know you have connected with them? Do you know how to effectively work a room? Do you know the important elements essential to building a strong network? Building relationships requires the ability to communicate clearly and listen to others. It is not about what you get, but rather how you can give and assist others. A strong and vital network is critical to climbing the ladder of success within your agency. You must determine and understand your cultural climate and learn how to work through that in your agency. This interactive workshop will provide some of the following key strategies for connecting with success while you build your network.

- Identify the three “R’s of networking.
- Create techniques for effective networking.
- Develop ways to use conservation energizes.
- Cultivate strategies for nurturing and growing your network.
- Identify networking OOPS!

Thursday, July 19, 2007, 8:30 a.m.-4:30 p.m.

## Full-day Courses

### **#901 Novice—Photoshop CS2**

**Trainer: DCG Technology Learning Center**

Identify the differences between raster and vector graphics and the Photoshop environment elements. Select appropriate resolutions for different image and output types; and resize and crop image areas. Select image areas using the Lasso, Marquee, and Magic Wand tools and use alpha channels to save and load selections. Create and manipulate multiple layers to composite images easily. Apply blending and shading effects to create realistic composites. Identify the image mode characteristics, channels, and bit depth; identify attributes that distinguish grayscale mode from bitmap mode; and identify attributes that distinguish each color mode. Select color using the Color palette, Color Picker, and Eyedropper tool; use Photoshop's painting tools to create artwork or to retouch photographs; and use the clone Stamp tool to duplicate parts of an image. Add and format text within an image; apply layer effects and filters to create special effects, including lighting effects and textures; and merge layers. Modify the brightness, contrast, color balance, hue, and saturation of images. Save images in file formats for use with other applications and the Web and much more.

Minimum course prerequisites: Windows 98/00/XP, some graphic experience is necessary.

### **#902 Skilled—Power-Packed Training Skills for the Professional Trainer**

**Trainer: Skillpath**

Learn how to give top-notch training that gets bottom-line results!

- How to target where training needs exist in your agency/company-and how to get workers to speak up and ask for training when they recognize they need it
- How to polish your platform skills and keep your presentations sharp- no matter how many times you deliver the program
- What the latest computer and video technology can do to enhance learning
- The advantages and disadvantages of each of the major training methods
- How to evaluate how well training pays off for your organization

## Full-Day Courses

Thursday, July 19, 2007, 8:30 a.m.-4:30 p.m.

### **#903 Skilled—Fundamentals of Finance and Accounting for Non-Financial Managers**

**Trainer: Skillpath**

With this session, you'll gain valuable financial skills that will benefit you and your organizations, such as how to:

- focus quickly on the figures that matter most to reports, budgets, and balance sheets;
- avoid problems and recognize opportunities that can affect the bottom line of your organization;
- use basic financial tools to measure results and plan for growth;
- present your ideas in sound financial terms for greater impact and acceptance at all levels of management;
- gain confidence and increase your comfort level in working with financial facts and figures;
- save money, time, and frustration by learning the standard practices, language, and fundamentals of finance and accounting; and
- use the numbers to gain perspective for strategic planning and decision making.

### **#904 Skilled—Excel 2003 Advanced**

**Trainer: DCG Technology Learning Center**

Apply conditional formatting; add data validation criteria; customize menus and toolbars; create; edit and run macros. Trace cell precedents and dependents; locate errors in formulas; locate invalid data and formulas; group and outline data. Create a Trend-line, Scenarios; perform What-If Analysis; develop a Pivot Table report; and perform statistical

analysis with the Analysis Tool Pack. Upon completing the class, you will: continue learning the functionality of Excel; increase productivity and experience shortcut keys and time-saving techniques. Minimum prerequisites: Windows XP, Excel Introduction/Intermediate or equivalent knowledge.

### **#905 Novice/Skilled—Microsoft 2007 New Features**

**Trainer: DCG Technology Learning Center**

You will learn:

- the ability to compare the new features of Microsoft Office 2007 with older versions of Office;
- the knowledge gained will help determine the need to upgrade to Microsoft Office 2007; and
- to provide the end user with comprehensive knowledge across the whole of Office 2007 of new concepts, changes in features and design, and administration factors associated with Office 2007.

**DEMO ONLY**

### **#906 Novice/Skilled—Creating Reports Using Access and Excel**

**Trainer: DCG Technology Learning Center**

Minimum prerequisites: Windows XP; Excel Introduction; Access Introduction and Intermediate; or one year work experience with products. This session is broken up to provide you with pertinent information concerning either Excel or Access and their ability to provide customized reports. Case studies will be examined during the session.

Thursday, July 19, 2007, 8:30 a.m.-12:00 noon

## Morning Courses

### **#1001 Novice/Skilled—The Thrift Savings Plan (TSP) – The Key to Your Retirement Success**

**Trainer: Sue S. van der Linden**

This presentation will physically engage you in completing your own retirement needs worksheet using a mock W-2, the current GS Pay Schedule, and estimates of your existing TSP funds. You will:

- understand how much you can contribute to TSP and what your agency will contribute;
- know how much you will need to have in TSP to be able to maintain your income throughout retirement;
- know the difference between the 5 primary investment choices in TSP; and
- know what you can do with your TSP funds after you separate from federal service.

### **#1002 Novice—Powerful Resources to Achieve Your Educational and Career Advancement Goals**

**Trainers: Jack Kenner and Jo Ann Robinson**

Provides you with the tools and resources to help explore the increasing need and value of adult-focused

higher education, adult learning characteristics, individual motivational and learning styles, and how adult learning models differ from traditional age students. Myriad resources and methods for earning college credit for approved workplace training and documented learning experience are reviewed. A brief overview of resources and assessment tools are provided during this session.

### **#1003 Novice—Retiring from the Federal Government, a Pre-Retirement FERS Planning Course**

**Trainer: National Active and Retired Federal Employees Association (NARFE)**

Office of Personnel Management data indicates that most federal employees do not understand the benefits that are available to them in retirement. Employees attending the session will learn the eligibility requirements for retirement under FERS, how their FERS annuities are computed, options under the FERS for electing survivor annuity benefits, and how their federal civilian and military service is credited for FERS retirement eligibility and annuity computation purposes.



## Morning Courses

Thursday, July 19, 2007, 8:30 a.m.-12:00 noon

### **#1004 Novice/Skilled—Causes and Cures of Under Representation**

**Trainer: Steve Nelson**

You will gain knowledge regarding the current representation of women in the federal workforce compared to the Civilian Labor Force, federal pay data, and results of MSPB's Merit Principles Survey. You will gain knowledge about recent and proposed changes to federal Human Resources Management Policy to enhance fair and equitable treatment of federal employees.

You will have an opportunity to share your perspectives on the career experiences with the federal government. This input may be incorporated into an upcoming report that will be distributed to the President, Congress, key decision-makers within the federal government, and to other interested parties.

### **#1005 Novice—Who Am I? Who Are You? Who Are We Together?**

**Trainer: Pat McGill, MA ED** (This session repeated from Wednesday morning.)

You will:

- identify the non-verbals and credibility robbers of Professional Presence;
- learn the Principles of Motivation, the Four Kinds of Smart, Ages and Stages of the 21<sup>st</sup> Century; and
- develop your own Board of Directors for personal and professional growth on the Principles of Psycho-Geometrics.

### **#1006 Novice/Skilled—When Personalities Collide**

**Trainer: Carrolle Rushford**

This very interesting workshop will help you take another look at how you learn to communicate; how you develop preferences; and how you can work towards improving your communication with all kinds of people—even those who don't think and act like you do. You can pick your friends, but not your co-workers. Learn how to work with different personality styles.

### **#1007 Novice-Enhancing Your Interviewing Skills**

**Trainer: Arlena Fitch-Gordon**

This interactive workshop will focus on methods to enhance interview skills by providing dialogue, group discussion, practical exercises, and mock interviews to assist you in preparing for that next interview. Learn how to sell YOURSELF!

### **#1008 Novice/Skilled—Caring Daughters, Aging Parents**

**Trainer: Wilma Schimtz**

Are you worried about your parents? Are they moving more slowly, eating less? The responsibility of caring for aging family members often falls on adult daughters who must balance the demands of family care for their aging family member. You will discover ways in which to set limits, understand their options, and locate appropriate help and resources.

### **#1009 Novice—Networking for Introverts**

**Trainer: Marion Stevens**

In the working environment, networking effectively can be the difference between success and getting left out. Networking is especially difficult for certain people. If you have difficulty networking, join us to determine if you are an introvert personality type, and find ways to use this as a strength rather than a weakness. This session will offer you easy-to-live-with strategies to help you to feel more comfortable networking.

### **#1010 Novice—Federal Employee Women Legal Education Fund (FEWLEF)**

**Trainer: FEWLEF Board**

This workshop will provide you with an introduction to the FEW LEF, including its objectives. A panel of various LEF board members will discuss their duties and responsibilities. This discussion will provide information on how to contact the LEF and how to present your case to qualify for LEF assistance. Types of help that the LEF is capable of providing will be discussed.

### **#1011 Novice—Diversity – What Does It Mean to YOU**

**Trainer: Cathy A. Fletcher**

This workshop will provide you new insights into what happens when an "outsider" or different kind of person joins a work group and how to include his or her diversity in your common goals. You should gain a new understanding of what can happen in the every day workplace, with new ideas for being effective, and with a new support system of people who face similar issues.

### **#1012 Novice—Positioning for Financial Success**

**Trainer: Mary Grate-Pyros**

<http://patriotfiles.org/civilizationcalls.htm>

This dynamic workshop will provide you with tools on how to take control of your own financial future to ensure peace of mind and financial success in today's world when women are negatively affected by divorce, corporate downsizing, and/or layoffs. The trainer will motivate and empower you to understand the importance of positioning for financial success.

### **#1013 Skilled—Communication, Leadership, and Change: Discovering New Frontiers**

**Trainer: Dr. Sharon M. Hudson**

This interactive workshop will involve you in activities where you will recognize the difference between talking and communicating; identify the causes of conflict and techniques to resolve conflict; understand your leadership style; the role of leaders in an evolving workplace and recognize the primary resources to resistance of change; and identify techniques to achieve transformation personally and/or professionally.



## Morning Courses

Thursday, July 19, 2007, 8:30 a.m.-12.00 noon

### **#1014 Novice—Generation of Women Moving History Forward**

**Trainer:** *Molly Murphy Macgregor*

Ms. Macgregor's work in the field of multicultural women's history is widely recognized by state and federal agencies. You will receive information, materials, and strategies on how best to celebrate National Women's History Month and Women's Equality Day. Workshop will include interactive activities as well as videos and review of women's history resources.

### **#1015 Skilled—Making Managers into Leaders**

**Trainer:** *Jackie Middleton*

This comprehensive workshop will provide you the essentials required to empower and build future leaders; build cohesion and strength with a diverse workforce; and enhance your mentoring, coaching, conflict resolution, and communication techniques that enhance the leadership process. Interaction will include discussion of case studies, scenarios, video, and current event analysis for relevance in today's work environment.

### **#1016 Novice/Skilled—Understanding Your Government Retirement Benefits**

**Trainer:** *Sandra W. Moody*

This workshop will educate and inform you of your current and future government employee benefits—measured via evaluation form. The trainer will motivate you to an initial proactive decision making it relevant to your current and future personal financial affairs, and enhance your understanding of strategies to improve the effectiveness and worth of your current and future financial status.

### **#1017 Novice/Skilled—Polish Your Resume**

**Trainer:** *DCG Technology Learning Center*

You will want to bring your resume to this class! You will work on your resume wording and layout during

class. You will get tips for targeting your resume and highlighting your skills, accomplishments, and goals. You will learn power phrases and the best types of paper, font, and background to use....all with the goal of updating your resume to produce results!

### **#1018 All Levels—DEALING WITH SEXUAL HARASSMENT**

**Trainer:** *Diana J. Veilleux, Esq.*

This course will cover the basic legal definitions of sexual harassment and provide a practical approach to dealing with sexual harassment issues in the workplace. You will learn about the situations where sexual harassment can arise; what is and is not sexual harassment; and what to do if confronted with sexual harassment, both from a victim's and a manager's standpoint.

This course is recommended for anyone who is interested in learning about sexual harassment and is a must for any manager.

### **#1019 Novice—Awkwardness to Awareness**

**Trainer:** *Nancy Stevens*

Nancy uses humor, discussions, music, and experiential exercises to draw people in and make the workshop memorable.

- Of the 50 million people with disabilities in the United States, 70% (or 35 million) are unemployed.
- The federal government has taken a leading role in hiring people with disabilities.
- All of the best accommodations can be provided, but unless coworkers have a simple understanding of how to relate to a new coworker with a disability, the person with the disability can end up feeling isolated and frustrated, which can result in reduced productivity.

Thursday, July 19, 2007, 1:00 p.m.-4:30 p.m.

## Afternoon Courses

### **#1101 Skilled—EEO Issues for Managers – Moving Beyond Bias**

**Trainer:** *Charles Pettit*

You will learn the steps in identifying hidden bias in yourself and in the organization; understanding Micro-inequities—a subtle but powerful form of discrimination—and trends in EEO and management – what is litigable and what is not. The trainer will engage the audience with small and large group discussions, case studies, scenarios, video, and current event analysis to orient the class to today's work environment.

### **#1102 Novice— Retiring from the Federal Government, a Pre-Retirement CSRS Planning Course**

**Trainer:** *National Active and Retired Federal Employees Association (NARFE)*

Office of Personnel Management data indicates that most federal employees do not understand the benefits that are available to them in retirement. You will learn the eligibility requirements for retirement under CSRS, how your CSRS annuity is computed, options under the CSRS for electing survivor annuity benefits, and how your federal civilian and military service is credited for CSRS retirement eligibility and annuity computation purposes.

## Afternoon Courses

Thursday, July 19, 2007, 1:00 p.m.-4:30 p.m

### #1103 Novice/Skilled—Understanding and Enforcing Your Federal Employee Rights

**Trainer:** John Mahoney, Esq.

- Learn what your rights are in the performance process and ensure that you are properly graded and paid for your work.
- Learn how to enforce your rights to be free from prohibited personnel practices.
- Learn to defend yourself if you are subjected to an agency investigation or disciplinary action.

### #1104 Novice/Skilled—Exceeding Expectations for Performance Management – Lessons Learned, A Best Practice Study

**Trainer:** Dr. Howard Risher

This workshop will address how current federal initiatives to move to pay-for-performance are consistent with a global trend in the public sector. It will focus on what federal managers need to understand in order to play an effective role in the transition to performance management practices that are consistent with the change in pay philosophy.

### #1105 All Levels—Making the Connection: Sell Yourself in Today's Job Market

**Trainer:** Julie Gaver

You will gain increased confidence and skills needed to become effective networkers. Special emphasis will be placed on how to establish rapport, develop the conversational skills needed to make connections with others, tips for "working a room," and effective follow-up techniques through a variety of interactive exercises.

### #1106 Skilled—Playing by Unwritten Rules: Moving from the Middle to the Top

**Trainer:** Indigo Debra Johnson

The workshop will provide the tools to increase your abilities to navigate your career in an environment of competitive source, and the importance of Individual Development Plans (IDPs) and how to complete one based on a strategic career progression. You will learn how to get a piece of the "pie" based on Performance, Image, and Exposure (PIE) and Knowledge, Skills, Abilities, and Personal Characteristics (KSA/PC). Learn what people often don't know that can kill a career,

where the career "middle" is, and a proven vehicle to move to the top.

### #1107 Skilled—Navigating for Career Success

**Trainer:** Doris W. Brown

This workshop will engage you in a discussion on determining career objectives, along with exercises to help you envision how you see yourself functioning in the work world and identify important individual career values. Three highly desirable traits or competencies will be identified that lead to career success across a number of occupations.

### #1108 Novice/Skilled—Current Issues Affecting Federal Employees

**Trainer:** Julius Crouch

This highly interactive workshop will encourage your participation by providing valuable information on the changes impacting government employees in today's environment. Focus will be on the Human Resources changes occurring, how to minimize the adverse impact, and how to prepare for the future.

### #1109 Novice—Mother Told Me I'd Need This Someday – Statistics

**Trainer:** DCG Technology Learning Center

This workshop is designed to assist you in the elementary understanding and use of numerical data. Topics covered will include common terminology, estimation, probability, probability distributions, random variables, statistical inference, and tests of hypotheses. You will learn more about the uses for statistical data on the job!

### #1110 Expert—Follow the Yellow Brick Road of Success: Effective Goal Writing

**Trainer:** Dewayne Owens

This dynamic program will assist you in developing goals to achieve your dream lifestyle. Be it career goals or personal goals, DeWayne Owens will instruct and assist you in developing a five year plan to enhance a promising future and show you how to take the "baby steps" to reach your goals one step at a time.

## NTP EVENTS

- |  |         |
|--|---------|
| • NTP Opening Session—Featuring Colonel Kim Olson USAF (Ret.)                | Page 03 |
|  | Page 29 |
| • NTP Awards Program—Featuring Desi Williamson                               | Page 29 |
| • Light Refreshments in the Hall   | Page 28 |
| • FEW-NTP Military Reception Honoring Military Women—Featuring James Bradley | Page 05 |
|  | Page 29 |
| • Legislative Breakfast—What FEW is Doing for You in the Legislative Arena   | Page 09 |
| • Light Refreshments in the Hall   | Page 28 |
| • Light Refreshments in the Hall   | Page 28 |
| • Mystery Night—Fun-filled Surprise Evening for Attendees                    | Page 09 |
| • FEW Members Friday Brunch—For Members Only                                 | Page 30 |

# NTP Registration Instructions

## Registration Deadline July 6, 2007

The form that follows should be used to register for the NTP. There is a number of options for registration.

**On-line:** Visit the NTP web site at [www.fewntp.org](http://www.fewntp.org). Click on the Registration tab and follow the instructions to register on-line. On-line registration is available only to those paying by credit card. It will be helpful to complete the registration form in draft prior to connecting to the web site.

**On paper:** You may also complete the registration form and fax it to the fax number found on the form or mail it to the address provided.

**On site:** Registering on site will require a legible copy of a completed registration form and a form of payment.

If a Purchase Order/Training Form (PO/TF) will be used to guarantee payment of registration on paper or on site, it must be complete and legible, including all the required signatures and a PO/TF number.

**Participant Information:** Carefully complete all the participant-related information at the top of the registration form. This information is required to ensure that your information can be entered into the database correctly, and that your name badge and other paperwork will be generated correctly. **As a FEW member**, you must provide your membership number to qualify for the FEW discounted tuition. **If the membership number cannot be confirmed, the full tuition will be charged.**

**FEW Friday:** Friday has again been set aside for a special activity for FEW MEMBERS. Attendance at this event is included in your NTP registration fee; however, space is limited. Therefore, if you wish to attend this event, you **MUST** mark YES on the registration form to guarantee that space will be available for you to attend.

**NTP Registration:** Tuition costs for the NTP include Training Courses scheduled on Tuesday through Thursday, plenary sessions, food functions, Exhibit Expo admittance, conference badge, and conference bag.

**Register early:** All workshops have a maximum number of registrants and will be closed when that number has been reached.

**Special Needs:** Individuals requiring special accommodations of any type must indicate this need on the registration form. There is no extra charge for this service; however, requests must be made in advance. A staff member will contact you to discuss your needs. **This includes any special dietary needs.**

**Payment Information:** A check, money order, credit card number, or signed and approved Purchase Order/Training Form **MUST** accompany the registration form. **Forms received without a method of payment will not be processed.**

**Confirmation Letters:** Confirmation letters will be e-mailed, faxed, or mailed within 7 days of receipt of your registration. To expedite your confirmation, please be sure to supply your fax number and e-mail address. Those whose forms are received after July 6, 2007, may not receive confirmation letters.

**Workshop Cancellation Policy:** FEW reserves the right to cancel Training Courses if the presenter is unable to appear or to substitute a presenter of comparable qualifications or cancel the workshop entirely if the workshop minimums are not met. Second choice, third choice, or substitute classes will be assigned whenever possible. Adjustments may be made on site, space permitting. Substitutions must be made no later than 30 minutes before the workshop begins.

**NOTE:** Before submitting the registration form, go to our web-site at [www.fewntp.org](http://www.fewntp.org) and verify that none of the classes you have requested have been closed or cancelled. This is particularly important for any hands-on computer training as demand for these courses is high, and seats in computer training rooms are limited.

**Advance Payment Policy:** Because of the complexity in receiving post-conference payment, advance payment of registration fees is encouraged **whenever possible**. Advance payment of registration fees greatly reduces the administrative costs. Please do so if your agency/company regulations permit. For example, Department of Defense regulations do allow for advance payment of training costs (see NAV COMP Manual 046363, AR 37-107 or AF 117-102). Agency officials are authorized by 5 USC 4109 and 10 USC 2396 (a) (3) to provide advance payment for employee training. Agencies should identify the above citations in the remarks sections of the training authorization from (SF-182, DD-1556, or other) to ensure advance payment.

**FEW-NTP Celebration Honoring Military Women:** **after-five/formal dress** for attendees. You won't want to miss this exciting event. Tickets are included with registration, but you must mark "YES" on the registration form to ensure receiving a ticket.

### Helpful Hints for Smooth Registration Check-in

1. Bring a copy of your registration form, your method of payment, and your confirmation letter.
2. If you plan to substitute workshops on site, make those decisions before you arrive and verify workshop space is still available.
3. Read the signs carefully. Those who have pre-registered will check in separately from those who must register on site.
4. Your conference badge is your ticket into plenary sessions and the Expo. Keep it in your possession at all times or it may become necessary for you to purchase a new one.

# Federally Employed Women's 2007 National Training Program

Washington, D.C.—July 16-20, 2007

Registration deadline July 6, 2007—Register on site after that date.

## Submission Method/Payment Options

Please Note: Forms MUST be printed or typed

**On Line:** [www.fewntp.org](http://www.fewntp.org) (Credit Card Only)

**Mail:** FEW 2007 NTP (Check, Purchase Order, Training Form)

**Fax:** 330-963-0319 (Credit Card, Purchase Order, or Training Form)

P.O. Box 71-1822  
Columbus, OH 43271-1822

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Name for Name Badge: \_\_\_\_\_

Agency/Department: \_\_\_\_\_  
(Please spell out name if possible.)

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ FEW Membership Number: \_\_\_\_\_  
(Required to qualify for Member Rates and Events)

## Training Courses Registration

### FEW Member Full Registration

- ☐ \$825 by 5/25
- ☐ \$900 after 5/25

### Non-member Full Registration

- ☐ \$1,000 by 5/25
- ☐ \$1,075 after 5/25

### One-Day Fee

\_\_\_\_ Number of One-Day Sessions  
x \$300 Each = \$\_\_\_\_ Total  
Includes Tues., Wed., and Thurs.  
Training Courses only.  
(See pages 10-23.)

## FEW Membership

To receive the member tuition rate, you must be a member in good standing as of June 1, 2007. This requirement applies to both new members and renewing members.

FEW will NOT be able to accept dues payment to renew your membership or join FEW in conjunction with your NTP registration. All membership processing must be done by mail to the address FEW, P. O. Box 75551, Baltimore, MD 21275, using membership forms located at [www.few.org](http://www.few.org)

## Special Needs



Please indicate any special assistance needed. \_\_\_\_\_

We will contact you to make sure your needs are clearly understood.

☐ Kosher ☐ Vegetarian ☐ Low Fat

**Direct your registration questions to the Registration Center 330-425-9330 or to [few@experient-inc.com](mailto:few@experient-inc.com)**

For other questions, see our web-site at [www.fewntp.org](http://www.fewntp.org) or call the NTP Hotline Number—202-872-1777

FEW is registered in the Government Central Contractor Registration (CCR) System at [www.ccr.gov](http://www.ccr.gov) DUNS Number 11-440-3520.

## Training Courses Selection

(Indicate your first, second, and third choices for each training course.)

	1st Choice	2nd Choice	3rd Choice	
<b>Half-Day Courses</b>				
Tuesday Morning	_____	_____	_____	T: AM
Tuesday Afternoon	_____	_____	_____	T: PM
Wednesday Morning	_____	_____	_____	W: AM
Wednesday Afternoon	_____	_____	_____	W: PM
Thursday Morning	_____	_____	_____	TH: AM
Thursday Afternoon	_____	_____	_____	TH: PM
<b>Full-Day Courses</b>				
Tuesday	_____	_____	_____	T
Wednesday	_____	_____	_____	W
Thursday	_____	_____	_____	TH
<b>Two-Day Courses</b>				
Tuesday and Wednesday	_____	_____	_____	TW
Wednesday and Thursday	_____	_____	_____	WTH

Reminder: Training Courses are available on a FIRST-COME, FIRST-SERVED basis. Sessions have a maximum space limitation, so register early to ensure receiving your first choice. Once the limit has been reached and the class is closed, NO EXCEPTIONS will be made.

## NTP Events

Admission to the events below **IS INCLUDED** in the NTP full registration fee but requires a ticket. You must check each box to indicate those events you plan to attend so that the tickets are included in your check-in registration packet. Extra tickets may be purchased separately below. More information about these events can be found on page 23.

**Tickets must be purchased or reserved in advance, and no sales will take place on site.**

- ☐ **NTP Awards Program**-7:00pm Mon-July 16      \_\_\_Extra Tickets (No cost)
- ☐ **Light Refreshments in Hall**-11:30am Tue-July 17      \_\_\_Extra Tickets x \$ 5=\$\_\_\_
- ☐ **Military Celebration**-7:00pm Tue-July 17      \_\_\_Extra Tickets x \$75=\$\_\_\_
- ☐ **Legislative Breakfast**-7:00am Wed-July 18      \_\_\_Extra Tickets x \$40=\$\_\_\_
- ☐ **Light Refreshments in Hall**-11:30am Wed-July 18      \_\_\_Extra Tickets x \$ 5=\$\_\_\_
- ☐ **Light Refreshments in Hall**-8:00am Thu-July 19      \_\_\_Extra Tickets x \$ 5=\$\_\_\_
- ☐ **Mystery Night**-7:00pm Thu-July 19      \_\_\_Extra Tickets x \$20=\$\_\_\_
- ☐ **FEW Members Only Friday Brunch**-10:00am Friday, July 20

### Payment Information:

A check, money order, credit card number, or signed and approved Purchase Order/Training Form must accompany this form. Forms received without this information WILL NOT be processed. Travel orders do not constitute payment for registration.

**Processing Fee:** A \$50 per registrant processing fee will be added to Purchase Orders/Training Forms (PO/TF) received for payment of tuition. This payment offsets part of the cost involved with invoicing and collecting fees in the post-conference period. Please add \$50 to the total if payment is made this way.

<b>Training Course Registration:</b>	\$ _____
<b>Evening with the Board:</b>	\$ _____
<b>Extra Event Tickets</b>	\$ _____
<b>Processing Fee If Applicable</b>	\$ _____
<b>Total Due:</b>	\$ _____

### Special Event: An Evening with the National Board

**Friday,  
July 20, 2007**

(Attendance at this  
event IS NOT included  
in the NTP Registration fee)

\_\_\_ X \$95 = \$ \_\_\_\_\_  
# of Tickets                      Total Cost of Tickets

See Details on page 30  
of Registration. Book  
Space is limited.

**Payment Type:** Check# \_\_\_\_\_ ☐ Visa ☐ MasterCard      Purchase Order/Training Form# \_\_\_\_\_  
(PO/TF Number MUST be included for registration to be processed.)

Card# \_\_\_\_\_ Exp. Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

**Cancellation Policy:** A \$75 processing fee will be charged for all cancellations received in writing at the fax/mail address listed at the top of this form by June 8, 2007. A copy of this form and all/any financial documentation must also accompany cancellation requests. No refunds will be processed for cancellation received after that date.



# WASHINGTON

## The American Experience

### Accommodations and Attractions



#### Hilton Washington

The Hilton Washington enjoys a magnificent garden setting that overlooks the capital city's impressive skyline. Conveniently located on fashionable upper 1919 Connecticut Avenue NW and only a quarter of a mile from the DuPont Circle Metro Station, the hotel sits just minutes from Georgetown, Adams-Morgan, Embassy Row, the Washington business district, and all local points of interest.

For your convenience

- 110,000 square feet of versatile event facilities
- Fine dining at the Capital Café, 1919 Grill, Concourse Deli, McClellan's Capital Court, and Gazebo
- Tour Desk, Local Area Transportation
- Automated Teller (ATM)
- Multi-Lingual Staff
- Photo Copying Service
- Express Mail
- Fitness Room/Pool
- Internet Connection
- Business Center
- Notary Public
- Printer
- Fax

For more information visit: [www.Washington.Hilton.com](http://www.Washington.Hilton.com)

**NTP Hotel Rates:** \$162 Single  
\$172 Double

For reservations call 202-483-3000. **Please specify FEW NTP to receive the conference rate.**

After June 14, 2007, FEW cannot guarantee the availability of rooms or the special conference rate. A credit card will be required to guarantee your reservation. The reservation requires a credit card deposit, and hotel policy requires that one-night's lodging will be charged to your credit card within 3 days of making the reservation. Reservations must be cancelled by July 10, 2007, to avoid a penalty charge equal to one night's lodging. You may substitute names at no charge. Individuals may make no more than two reservations under a single name and credit card.

#### D.C. Tours and Attractions:

If you decide to take a driving tour, you can either stay on the bus for the whole circuit or hop on and off at more than a dozen hot spots. With the former, you know the time scheme: with the on-off tours, you can set your own rhythm.

The major tour operators are:

- **Tourmobile**, which is a National Park Service franchise and runs open-air buses around the Mall from Capitol Hill past the Tidal Basin and to Arlington Cemetery. (202-554-5100. [www.tourmobile.com](http://www.tourmobile.com). On-off service from 9:30 a.m. to 4:30 p.m.; pick up at any stop; \$20 adults; \$10 ages 3 to 11.)
- **Gray Line**, which offers a 4-hour coach tour that includes Old Town Alexandria as well as downtown D.C. and another tour that combines Old Town and Mount Vernon. (202-289-1995. [www.graylinedc.com](http://www.graylinedc.com). Tours leave daily from Union Station at 8:30 a.m. and 2:00 p.m.; \$37 adults; \$18 ages 3-11.)
- **L'il Red Trolley**, an on-off service also operated by Gray Line that makes a 2-hour loop around the Mall and Penn Quarter attractions. (202-289-1995. On-off service daily from 8:30 a.m. to 4:30 p.m.; pick up at any stop; \$32 adults; \$16 ages 3-11.)
- **Old Town Trolley**, which runs from 9 a.m. to 4:30 p.m. (5:30 p.m. spring and summer). Both trolley lines stop at the Washington National Cathedral. Old Town Trolley also offers a 2-1/2 hour "Monuments by Moonlight" version that leaves Union Station at 6:30 p.m. (7:30 p.m. spring and summer). (202-832-9800. [www.oldownntrolley.com](http://www.oldownntrolley.com). On-off service daily from 9 a.m. to 4:30 p.m.; pick up at any stop; adults \$32; children \$16)
- **D.C. Party Shuttle Tours** has a hop-on/hop-off system with a difference: The tour guide disembarks with you and continues the narration. It's unusually extensive, stopping at a dozen points and passing by 2 dozen more. If you have the time—it's a 6-hour circuit with a lunch stop at the Pentagon City mall food court. They also offer a 3-hour nightlights tour starting at 7 p.m. (202-756-1983. [www.washingtonpartyshuttle.com](http://www.washingtonpartyshuttle.com). Tours leave from the Old Post Office Pavilion daily at 10 a.m. [\$60] and 7 p.m. [\$30]).

Prices may be subject to change.

Information is available on other tours, and reservations can be made at the hotel information desk.

Warm, humid days in the summer (Nights and meeting rooms can be cool, so be sure to bring sweaters or light jackets.)

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## Expo Hall Information

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### Expo Hall

As an exhibitor, the NTP Expo Hall allows you to collect pre-qualified leads for hard-to-reach federal customers from among the 1,800 attendees from more than 50 agencies. A multitude of NTP events will draw foot traffic to the exhibit hall.

- Networking opportunities
- Light refreshments in the hall
- Special attendance builders
- Book signing

### Exhibit Fees

Federal/Corporate \$1,200  
Small Business/Non-profit \$ 700  
Corners \$100 additional per corner

### Exhibit Hours

Tuesday 9:00 a.m.- 6:00 p.m.  
Wednesday 11:00 a.m.- 7:00 p.m.  
Thursday 9:00 a.m.- 1:00 p.m.



Booth assignments are based on the order of receipt of application and deposit. Space assignments will be made by Show Management in keeping with location preferences requested by the exhibitor and based on availability of space.

### Reminder—Attendees

Many agencies will be staffing booths in the Expo Hall and will be accepting applications for actual job openings. Remember to bring copies of your current resume and check out the possibilities.

### Exhibit Package

- 8' x 10' booth
- Draped space, 6' draped table, two side chairs, wastebasket, and signage
- Listing in the Expo Guide distributed to all attendees
- 24-hour Exhibit Hall perimeter security
- Tickets for events in the Hall including light refreshments
- Tickets for special events are available for purchase.



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## Sneak Preview - 2007 Exhibitors

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### GEICO

A Fashion Hayvin, Inc.  
Accessories Unlimited  
African Butterfly  
Aularale Cosmetics  
Bruce's Jewelry  
Capricorn Publishing Co.  
Cookie Lee Jewelry  
Crouch's Bangles and Beads  
Great Lakes Region FEW  
Golden Lynx  
GovWorks U.S. Dept. of the Interior

### Blue Cross Blue Shield

Lasting Impressions  
Mark Enterprises, Inc.  
National Park Service  
The Pin Man—Positivepins.com  
Saxx Silver & Art  
Shaklee Health & Wellness Plus  
Southern Accents  
The Federal Long Term Care Insurance Program  
U.S.D.A. Office of Civil Rights  
Vanessa's Accessories, Inc.  
Western Region FEW  
Women's History ALIVE!



### FEW's Family Policy

The NTP is a professional conference in which individuals and federal employers have invested a considerable sum of money. Our first priority is to provide quality training. For that reason children will not be permitted in Training Courses or other NTP events. In addition, it is important for us to balance the interests of vendors and Expo Hall attendees against family issues. Children under the age of 12 will be allowed in the Expo only with a responsible adult over the age of 18. FEW is a family friendly organization, and your family is welcome to Washington, D.C., during the NTP. Please contact the concierge at the Hilton Washington for child care options and child-appropriate activities.

## A Morning With COLONEL KIM OLSON, USAF (RET)

Colonel Kim Olson reveals life on the edge in the military. Her new book explores one woman's experience as an officer, pilot, wife, and mother in an inspiring new book, *Iraq and Back: Inside the War to Win the Peace*. She will share some of her strategies for success and her lessons learned.

In this gripping, firsthand account of her experience in Iraq, Olson weaves a dramatic story about the devastation she witnesses in this war-torn country, while also reflecting on the internal struggles she faces as a woman on the edge of emerging leadership opportunities in the military. Her description of the reconstruction of Iraq becomes a metaphor for the challenge she faced in building a life that encompasses both family and a military career—a challenge faced by working women in every profession.

As part of the Air Force's first generation of female jet pilots, Olson describes her experience working with women on two continents and her discoveries about the benefits of their different leadership styles. Olson takes readers on two journeys—one through the rubble and ruin of the war in Iraq; the other as she navigates her way through the male-dominated world of military service. Both journeys illustrate, in breath-taking detail, the struggles and obstacles women face as they create opportunities for this generation and the next.



**Colonel Olson will give the keynote address at the Opening Session on Monday morning.**

**In addition, Colonel Olson will be available for a book signing Tuesday from 3:00 p.m. to 6:00 p.m.**

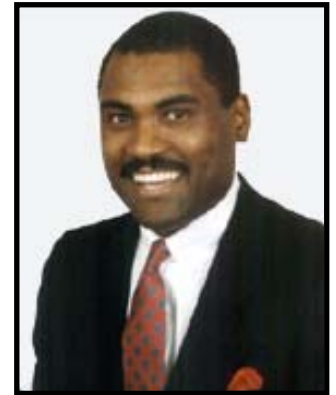
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## DESI WILLIAMSON—Keynote Speaker

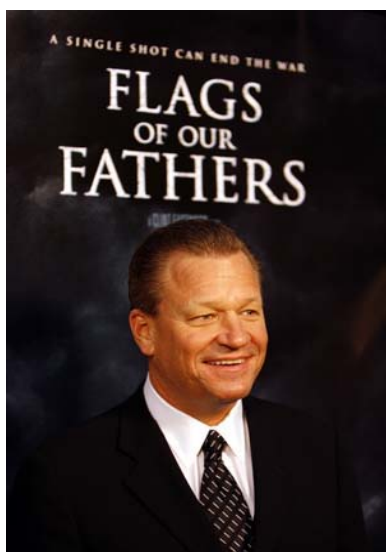
Desi Williamson has made a habit of overcoming obstacles in his life and winning! Williamson learned at a young age how to unleash his personal power and use it to achieve goals academically, athletically, professionally, and on a personal level.

After graduating from the University of Minnesota with a degree in Mass Communications, Desi Williamson spent 17 years as a corporate executive, building multi-million dollar businesses, managing multi-million dollar budgets, and developing the potential in people for powerhouse corporations, including Johnson & Johnson, Rain Bird Sprinkler Manufacturing, PepsiCo, and Cadbury Schweppes. Williamson is also a professional model, actor, singer, and owns a successful real estate investment company.

Desi Williamson has become one of the top speakers in America by giving his audiences not only the “why,” but the “how to” as well, enabling them to succeed in this complex world. Williamson's modular approach to the topics allows him to tailor presentations to fit your exact program needs.



**Desi Williamson will be the keynote speaker at the Awards Program Monday evening.**



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## JAMES BRADLEY—Keynote Speaker

Sometimes we find heroes in the most surprising places. For James Bradley, that place was in his own family. Bradley is the son of Iwo Jima flag raiser John Bradley. John Bradley stands in the middle of the most reproduced photo in history. Only days before the historic photo, John, a Navy corpsman, had braved enemy mortar and machine-gun fire to administer first aid to a wounded Marine and then drag him to safety. For this act of heroism Bradley would receive the Navy Cross, an award second only to the Congressional Medal of Honor.

John Bradley never spoke to his family or friends about that historic moment. After his father's death, James discovered three boxes of artifacts his father had saved about Iwo Jima, which launched him on a quest to find out more about his father's past and the past of the other five flag raisers. The result was the New York Times #1 bestseller *Flags of our Fathers*. The book explores the lives of all of the Iwo Jima flag raisers, showing how, in times of national crisis, ordinary Americans have found within themselves an uncommon courage, and a capacity to attempt, and achieve, the impossible. *Flags of Our Fathers* has been turned into a major motion picture, directed by Clint Eastwood and produced by Steven Spielberg, and was released to critical acclaim in October 2006.

Drawing on the stories from his books, as well as his encyclopedic knowledge of America's role in World II, Bradley's keynote speeches are not only inspirational and informative, but also brimming with valuable lessons for our own lives. America's present has, in many ways, been woven from the lives of unknown heroes. Bradley brings those heroes into the light and makes plain the lessons they offer today's generation.

**James Bradley will be the keynote speaker on Tuesday at the FEW-NTP Celebration Honoring Military Women followed by Book-Signing Event.**

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## FEW Friday Celebration

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FEW is a grassroots organization that lives in its chapters and its members. Every year dedicated officers and members from across the country contribute their time and efforts to providing educational and developmental opportunities, building membership, and supporting FEW's mission and goals. FEW Friday, July 20, 2007, is an opportunity for those committed members to come together to share experiences and be inspired for the year to come. The FEW Friday events will once again be the pinnacle of NTP Week.

### Annual FEW Membership Meeting

The Annual FEW Membership Meeting will be held at 7:30 a.m. on FEW Friday. You will hear the reports of accomplishment from the members of the National Board of Directors. *This portion of FEW Friday is the only portion open to non-members, and there is no cost to attend this meeting.* Credentialing for members begins at 7:00 a.m.

### Members-only Brunch

Become a member of FEW and join other FEW members in a time of fellowship and celebration. It will be your privilege to enjoy a sumptuous meal and interesting speakers while exchanging life experiences with your FEW sisters. Come hear from top female

government executives who have successfully made it to the top of their profession against all odds. In addition, you will have the opportunity to attend FEW's prestigious Chapter Achievement Awards Program.

This informative event will culminate the week's activities by sending you back saturated with the energy, enthusiasm, and motivation to apply the knowledge you gained from the NTP toward developing a plan to achieve your goals. The instructive material presented here is designed to help you achieve a more productive and successful career. The Members-only Brunch will begin at 10:00 a.m.

### National Board of Directors Meeting

The National Board of Directors (NBOD) of Federally Employed Women meets twice each year to conduct the business of the organization. One of those meetings is held immediately following the conclusion of the NTP. It is scheduled for Friday, July 20, and will begin with credentialing at 2:00 p.m. followed by the NBOD Meeting at 2:30 p.m. The meeting will recess for the evening at 4:30 p.m. and will resume on Saturday, July 21, at 8:00 a.m. All members of FEW and other interested individuals are welcome to attend the meeting and participate in the discussion.



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## FEW National Board of Directors Event

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### FEW Friday and an Evening with the National Board of Directors At **FILOMENA RISTORANTE** and **ILLUMINATED WASHINGTON TOUR**

Join the FEW National Board of Directors on Friday, July 20, 2007, from 5:00 p.m. to 9:00 p.m. We will start our evening with dinner at the world-famous Filomena Ristorante, one of Washington, D.C.'s premier restaurants for over 20 years, and cap off the evening with a scenic tour of Washington, D.C., by night.

Filomena has a perfect atmosphere for a fabulous candlelight dinner and is located in the heart of historic Georgetown. It has a beautiful garden atmosphere, fresh flowers, antiques, and big, bright windows, as well as offering outstanding Italian cuisine and elegant atmosphere.

After dinner, you will be whisked away by luxury motor coach transportation to enjoy an illuminated Washington Tour. Washington is resplendent at night, as the monuments become more three dimensional against the light of the cityscape.

The tour begins on Capitol Hill among the buildings that house and support two of the three branches of government, the Capitol, and the Supreme Court. Across from the Capitol is the ornate Jefferson Building of the Library of Congress. As you head down Capitol Hill, you will pass the Congressional office buildings, and then drive along the Mall where many of the museums of the Smithsonian Institution are located. See the beautifully-lit Washington Monument with its circle of flags waving in the breeze—this soaring 555 ft. obelisk remains the tallest masonry structure in the world. Across the Tidal Basin you will see the Jefferson Memorial, a fitting tribute to the author of the Declaration of Independence and one of our founding fathers.

At the other end of the Mall you will have a chance to visit the Lincoln Memorial, the Vietnam Veterans Memorial, and the Korean War Veterans Memorial. To conclude the evening, you will make your way to the White House, the home to all Presidents except George Washington.

***Reservation information is included on your NTP Registration Form.***



*You Deserve the Best!*

# FEW's MISSION STATEMENT

## **Federally Employed Women (FEW)**

is a membership organization working for the elimination of sexual discrimination and the advancement of women in government.

### **This is accomplished by:**

- encouraging diversity and equity in the workplace;
- enhancing career opportunities for women;
- establishing and maintaining working relationships with organizations to advocate the fair application of EEO and personnel laws, policies, procedures, and practices;
- improving the quality of life for women by influencing Congressional and Administration actions;
- committing to achieve and maintain a unified and diverse membership; and
- providing opportunities for professional growth through leadership development, education, mentoring, and networking.



### **Learn About the Benefits of FEW Membership.**

**Mentoring**  
**G R O W T H**  
*Education*  
**Motivation**  
*Leadership*

Visit the FEW web-site at [www.few.org](http://www.few.org) for more information on membership and member services. Join today and take advantage of reduced registration costs for the National Training Program.

Membership in FEW is open to all employees (women and men) of the U.S. Government, District of Columbia Government, government contractors, and others who subscribe to the purpose of the organization. This includes women in the military (active duty, reserves, and National Guard). You can join as a regular member of an organized chapter or as a member at large.

For more information, contact FEW's National Office at 202-898-0994.



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For More Information:  
[www.fewntp.org](http://www.fewntp.org) or (202) 898-0994



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