



THE ATLANTA FEDERAL EXECUTIVE BOARD

Richard B. Russell Federal Building
75 Spring Street SW – Suite 1142
Atlanta, Georgia 30303

August 7, 2001

As Chairperson of the Atlanta Federal Executive Board, I am delighted to announce our First Opportunities for Growth Training Conference. This affordable Government-wide training conference is designed to offer a broad spectrum of classes for the development of our Federal workforce. The classes are divided into four developmental tracts: Leadership, Personal, Skills, and Team. Some of the best trainers in government will give leadership to the sessions that are planned.

The training conference is designed to provide something for everyone from clericals to Senior Executives. Four courses are offered each day in each tract. Also, the conference will feature dynamic motivational speakers for the luncheon sessions

The conference offers two days of growth opportunities. You may opt to allow the same employees to attend both days, or you may send a different group of employees to the second day. The cost is \$85 per day for early registrations and \$95 per day for late registrations. I encourage every agency head to support this important training initiative by sponsoring as many of your employees as possible to attend at least part of this event.

Thank you in advance for your support. I am confident that working together to enhance our human resource development we can assure Federal agencies will become the “employers of choice”.

Sincerely yours,

Marjorie M. Brown
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Chairperson

Atlanta Federal Executive Board
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OPPORTUNITIES FOR GROWTH

(The Atlanta Federal Executive Board Training Conference)

September 19-20, 2001
The Apparel Mart- Third Level
250 Spring Street
Atlanta, Georgia 30303

Registration Fees:

Early Bird (Registrations Postmarked on or before September 7, 2001):

\$85 per day

Late Registration (Registrations Postmarked on or after September 8, 2001)

\$95 per day

Registration Deadline: September 12, 2001 (No On-Site Registration)

Sponsored by the Atlanta Federal Executive Board
Providing quality, low-cross, multi-agency training for Federal employees.



ATLANTA FEB IMPAC CARD PAYMENT INFORMATION SHEET

Please print or type

Name of Event: Opportunities for Growth Training Conference

Date of Event: _____

Attendee Name: _____
(For multiple attendees a separate sheet with a list of names may be attached.)

AGENCY INFORMATION

Agency Name: _____

Agency Mailing Address: _____

IMPAC CARD INFORMATION

IMPAC Card Number: _____

Expiration Date: _____ Type of Card: Visa Master Card

Cardholder's Name: _____

Cardholder's Phone #: _____

Cardholder's Signature: _____

IMPAC CHARGE CALCULATIONS

Cost of Event (per person): \$ \$85 or \$95

X Number of Attendees: _____

= Charge Subtotal \$ _____

+ \$3 IMPAC Processing Fee: \$ _____

= Total IMPAC CARD Authorized Charge: \$ _____

**THE ATLANTA FEDERAL EXECUTIVE BOARD
TRAINING CONFERENCE
Wednesday, September 19, 2001**



REGISTRATION 8:00 – 8:30			
TIME	LEADERSHIP DEVELOPMENT	PERSONAL DEVELOPMENT	SKILLS DEVELOPMENT
8:30 – 9:50	BUILDING A STRONG PERSONAL FOUNDATION FOR SUCCESS	MAKING THE MOST OF THE THRIFT SAVINGS PLAN	DEVELOPING FACILITATION SKILLS
			TEAM DEVELOPMENT OVERCOMING NEGATIVITY AND ATTITUDE PROBLEMS IN THE WORKPLACE
NETWORKING OPPORTUNITY 9:50 – 10:20			
10:20 – 11:40	TRANSITIONING FROM MANAGER TO LEADER AND GETTING THE RESULTS YOU NEED	PRESENTING A PROFESSIONAL Demeanor ACTING AND DRESSING LIKE A PROFESSIONAL	SPEAKING AND PRESENTING WITH CONFIDENCE
			Meeting That Deliver Results
LUNCH 11:40 – 1:15			
SPEAKER: TBA			
1:20 – 2:40	INSPIRING PASSION SO THAT PEOPLE ARE FIRED UP TO DO THEIR BEST	COMPUTER SECURITY AND IDENTITY THEFT	ME AND MY BID PACKAGE
			USING DIVERSE PERSONALITIES IN A TEAM ENVIRONMENT
NETWORKING OPPORTUNITY 2:40 – 3:10			
3:10 – 4:30	HOW TO PREPARE AWARD NOMINATIONS AND OTHER RECOGNITIONS	MEDICARE AND MEDICAID BENEFITS FOR RETIREES AND POTENTIAL CAREGIVERS	ACHIEVING EXCELLENCE IN CUSTOMER SERVICE
			WHO MOVED MY CHEESE (UNDERSTANDING CHANGE)

THE ATLANTA FEDERAL EXECUTIVE BOARD TRAINING CONFERENCE

Thursday, September 20, 2001



REGISTRATION 8:00 – 8:30			
TIME	LEADERSHIP DEVELOPMENT	PERSONAL DEVELOPMENT	SKILLS DEVELOPMENT
8:30 – 9:50	DYNAMIC LEADERSHIP	WHAT YOU NEED TO KNOW ABOUT YOUR SOCIAL SECURITY BENEFITS	CAREER PLATEAUING
			TEAM DEVELOPMENT HANDLING STRESS AND CONFLICTING NEEDS
NETWORKING OPPORTUNITY 9:50 – 10:20			
10:20- 11:40	LEADERSHIP SKILLS FOR THE ADMINISTRATIVE ASSISTANT	GOING BACK TO SCHOOL	USING POWER POINT AND BRIEFING PACKAGES IN YOUR PRESENTATION
			FINDING, SELECTING AND HIRING NEW EMPLOYEES
LUNCH 11:40 – 1:15			
SPEAKER: TBA			
1:20 – 2:40	COACHING FOR COMMITMENT	HOME OWNERSHIP 101	PLANNING AND PRIORITIZING YOUR WORK DAY
			INTRODUCTION TO ALTERNATE DISPUTE RESOLUTION PRACTICES
NETWORKING OPPORTUNITY 2:40 – 3:10			
3:10 – 4:30	BUILDING A STRONG PERSONAL FOUNDATION FOR SUCCESS	FINANCIAL PLANNING FOR RETIREMENT	ME AND MY BID PACKAGE
			UNDERSTANDING EMPOWERMENT

LEADERSHIP DEVELOPMENT TRACK



Dynamic Leadership

You've now moved to the level where you are managing managers and there are still significant challenges! Gain some practical wisdom on making things happen and get the kind of results you need. Come hear more about achieving goals through managing managers, providing directions, knowing when to manage and when to lead and effective ways to make those tough decisions.

Leadership Skills for the Administrative Assistant

How do you stay on top of everything and make sure the important things get done first? Learn more about making decisions without waiting to be told what to do; juggling multiple priorities and being productive, even when more than one person is giving you work to do.

Coaching for Commitment

How do you bring out the best in people? Get tips on improving your coaching skills to handle employee performance from encouraging the good employees to handling the "problem" employee.

Building a Strong Personal Foundation for Success

Assess where you are in your career path and determine where you want to be? Do you have the tools and skills you need to get there? What are you doing to map out where you want to be and acquiring what you need to get there? Have you identified skills needed for career success? It's up to you.

Transitioning from Manager to Leader and Getting the Results You Need

Managers manage processes; Leaders manage people. Do you know the difference? Are you communicating your agency's vision and mission to the work you have employees doing? Create an environment that promotes trust, integrity and risk-taking to produce a culture of high performance that yields results.

Inspiring Passion so that People are Fired Up to do Their Best

How do you motivate and energizing people so that they want to come to work and do their best work? Think of all your agency could accomplish if the team put all their energy into accomplishing the agency's mission. Gain tips on inspiring people to go the extra mile.

How to Prepare Award Nominations and Other Recognitions

Are you tired of not winning recognition for your agency and the accomplishments of your employees? Learn tips on completing nominations with power so that they gain the attention you need.

PERSONAL DEVELOPMENT TRACK



Making the Most of the Thrift Savings Plan

Do you know all that you need to know about the Thrift Savings Plan? Are you getting what you need from your investment? Come make your money work for you.

Presenting a Professional Demeanor/Acting and Dressing Like a Professional

Your appearance does count. Are you presenting the professional image you want to project? Do your actions and dress really speak for you? Tips on projecting the professional image.

Computer Security and Identity Theft

Learn how to protect yourself as you use the Internet. How much information is too much information? Guard against computer and identity theft.

Medicare and Medicaid Benefits for Retirees and Potential Caregivers

As the population grows older many of us are dealing with aging parent issues. We are often called upon to be caregivers. Do you know what you need to know about Medicare and Medicaid benefits? Do you understand the difference? Will you be eligible?

What You Need To Know About Your Social Security Benefits

If you are covered under FERS, you are also covered under Social Security. Perhaps you also had work outside of government. Do you know if you are qualified for Social Security benefits? Will you get your full benefit?

Going Back to School

You are never too old to go back to school. Are there grants and educational opportunities for going back to school? Learn who's eligible for financial aid; how to apply. Check out whether you qualify for a tax credit for educational expenses. Be informed.

Introduction to Home Ownership 101

Buying a home is an important decision. Learn more about buying versus renting; your rights as a homebuyer. Get answers to the most commonly asked home buying questions. Find out the qualifications for the federal mortgage program and more.

Financial Planning for Retirement

Planning for retirement doesn't have to be an overwhelming issues. Come explore personal financial issues and options to determine your financial health. This session will help you manage your money better and move toward a financially secure future.

SKILLS DEVELOPMENT TRACK



Developing Facilitation Skills

Facilitation skills are essential in today's organizations for effective problem solving. Get an introduction to Facilitation skills to help your group improve the way it identifies and solves problems and make decisions. IT will increase your group's effectiveness and reduce complaints.

Me and My Bid Package

Make sure your resume says the most about you and really "sell" you for that next job. Use strong language and information that truly reflect what you can do.

Achieving Excellence In Customer Service

How much do you really care about your customer? Do you give full consideration to the person on the other end of the telephone? There are always opportunities to improve our customer service and remove barriers to outstanding service delivery. Gain some new insight.

So You Are At A Career Plateau

Has the job you were once excited about started to get to you? Are you vaguely dissatisfied? Chances are you've reached a Career Plateau and you need a breakthrough. This workshop offers tips to help you identify what it is you really want and what you need to do.

Using PowerPoint and Briefing Packages in Your Presentations

The 21st Century Workplace is a lot more visual and the computer offers many more tools to make presentations interesting and exciting. Are you intimidated when your Manager wants a briefing package or a PowerPoint presentation? Gain some tips on how to make the presentation stand out.

Planning and Prioritizing Your Work Day

Does your day just "get away from you"? Do you have difficulty deciding what are the important things that you must do? Get tips on how to make the most of the hours you work.

Speaking and Presenting With Confidence

Do you get "butterflies" when you have to make a presentation? Pick up some tips to speaking and presenting with confidence.

TEAM DEVELOPMENT TRACK



Handling Stress and Conflicting Needs

Does it seem that everybody around you has an “attitude” and everybody wants everything at the same time? Do you find yourself always about “to go off”? You only had one nerve left and somebody is getting on that one! You need some tips and techniques on handling stress and managing conflict needs situations quick!

Finding, Selecting and Hiring New Employees

If you are having difficulty finding employees that match your agency’s mission and diversity needs, this is the workshop for you. Get tips on how to find, select, hire, and retain just the right employees.

Introduction to Alternate Dispute Resolution Practices

Want to resolve disputes before they are at the formal complaint or litigation stage? Learn more about ADR and save time, money and relationships.

Understanding Empowerment

What’s all the discussion about “empowerment”? Will the workers be in charge and telling me what to do? What does empowerment really mean and what does it mean for the workplace?

Overcoming Negativity and Attitude Problems In the Workplace

Are there some people who are just impossible to work with? What do you do about the chronic complainers, whiners, and people you just can’t stand to be around? Diagnose the cause of difficult behavior and learn technique for response.

Meetings that Deliver Results

Have you set through too many marathon meetings? Can a meeting really be beneficial? Pick up a few tricks to make your meeting successful, time-sensitive and produce the results you need.

Using Diverse Personalities in a Team Environment

“I need everyone on the same page. How will I ever accomplish anything with all these different personalities?” Learn how to make the team work and take advantage of all that diverse talent.

Who Moved My Cheese (Understanding Change)

Based on the Best-selling book *Who Moved My Cheese* by Spencer Johnson, share the opportunity to discover, discuss and alter your responses to change. Develop new skills for initiating and managing change.