

Course Descriptions by Day

Trainer bios can be found under the [Trainer Bios link](#)
A full Course Listing by Day can be found under the [Course Listing link](#)

Monday, July 12, 2010
10:00 a.m to 12:00 p.m.

1101	Harassment Prevention	Speaker: EEOC Skill Level: Novice to Skilled Participants will learn their rights and responsibilities as they pertain to harassment in the workplace, how to identify harassing conduct that violates the law, and how to establish a system of accountability.
1102	Safety for Women	Speaker: City of New Orleans Police Department Skill Level: All Find ways to avoid high risk situations. Gain knowledge of various self-protection techniques and how to employ them to minimize threats to your safety.
1103	Thrift Savings Plan (TSP) Pre-Separation Options and Considerations	Speaker: Gisile Goethe, Federal Retirement Thrift Investment Board Skill Level: Novice to Skilled This course is designed to provide Federal employees and members of the uniformed services a better understanding of TSP and its benefits, including contributing often and investing wisely.
1104	All About FEW	Speaker: Arlena Fitch-Gordon, Federally Employed Women Skill Level: All This workshop provides insight on why FEW as a non-profit organization has remained viable and successful for over 40 years. You will leave this course energized and motivated to help FEW remain the organization of choice.
1105	How to Get a Federal Job	Speaker: TBD Skill Level: Novice to Skilled Learn how to search for Federal employment; become familiar with some of the more common terms found in the federal recruitment process; learn how promotions work; find out some of the critical federal occupations; search for jobs and see if you qualify for federal positions.

Monday, July 12, 2010
1:30 p.m. to 4:30 p.m.

1201	Tap the Creativity within You	Speaker: Holly Lett, DCG Incorporated Skill Level: Novice to Skilled Enhance your problem solving skills by learning the best coping methods, by taking an overview of any situation and determining the best avenue to follow for all involved. Take action with poise and power.
1202	Teamwork! United We Stand; Divided We Need Excedrin.	Speaker: Janie Walters, Champion Communications Skill Level: Novice to Skilled This highly interactive course seeks to equip participants with specific skills needed to function as a team in the office.
1203	Overview of the EEO Process and Laws for New Supervisors	Speaker: EEOC Skill Level: All A comprehensive introduction of supervisory roles and responsibilities as they relate to diversity and equal opportunity programs and processes.

1204	Word Tips & Tricks	<p>Speaker: Catherine Chezem, DCG Incorporated</p> <p>Skill Level: Novice to Skilled</p> <p>Learning these tips and shortcuts will enhance your ability to perform your tasks and create better looking documents. Find out what the EXTRA sections contain.</p>
1205	Excel Advanced Formulas and Functions	<p>Speaker: Jerry Garner, DCG Incorporated</p> <p>Skill Level: Skilled</p> <p>This advanced course is designed to take the user to a higher capability in working with functions and formulae. Minimum prerequisites: Windows XP; Excel Introduction/Intermediate; or one year work experience with product.</p>
1206	Excel Pivot Tables	<p>Speaker: Bob Van Dame, DCG Incorporated</p> <p>Skill Level: Skilled</p> <p>Create a Pivot Table based on data and make the summary easier to read by grouping data and applying formatting. Minimum prerequisites: Windows XP; Excel Introduction/Intermediate; or one year work experience with products.</p>
1207	PowerPoint Tips & Tricks	<p>Speaker: Lee Ann Rozanske, DCG Incorporated</p> <p>Skill Level: Novice to Skilled</p> <p>This highly useful and informative class will provide students with many ways to "work smarter, not harder" using common PowerPoint features. Students will find this class to be chock-full of invaluable timesaving techniques. Minimum prerequisites: Windows XP or Vista; PowerPoint Introduction; or one year work experience with product.</p>
1208	PowerPoint Multimedia	<p>Speaker: Rhonda Dellinger, DCG Incorporated</p> <p>Skill Level: Novice to Skilled</p> <p>Learn how to add photographs or videos, transition effects, and record narration to a presentation. Minimum prerequisites: Windows XP; PowerPoint Introduction; or one year work experience with product.</p>
1209	Preparing Yourself to Go Back to School	<p>Speaker: Jaye Peterson Miller, DFAS</p> <p>Skill Level: Novice to Skilled</p> <p>This session will cover preparing oneself to continue their education. Learn questions you should ask of yourself, of the school, of your family to prepare yourself for this undertaking.</p>
1210	Coaching Employees to Success	<p>Speaker: Michael Sutton, DCG Incorporated</p> <p>Skill Level: Novice to Skilled</p> <p>Coaching is about helping people to learn and grow by listening, questioning, challenging, and guiding. Practice powerful techniques and understand how to apply them on an ongoing basis, developing the full potential of your team.</p>
1211	Managing Projects When You're Not the Project Manager	<p>Speaker: Tish Underwood, DCG Incorporated</p> <p>Skill Level: Novice</p> <p>Strategically plan a project so you can achieve the desired results on time and on budget. This course will give you the basics of the project management process and the tools needed to manage small- to medium-size projects.</p>

Monday, July 12, 2010
1:30 p.m. to 4:30 p.m.

1212 Using Statistics to Validate Findings

Speaker: DCG Incorporated

Skill Level: Novice to Skilled

This half-day session is designed to assist the participant in the understanding and use of numerical data. Topics covered will include common terminology, estimation, probability, probability distributions, random variables, statistical inference, and tests of hypotheses.

***A calculator is needed.

1214 Suspending Judgment—A Necessary Cultural Competency for Leveraging Diversity

Speaker: Tinisha Agramonte, Veterans Administration

Skill Level: Novice to Skilled

This session will provide participants with the skills and tools necessary for effective intercultural dialogue and understanding, ultimately increasing cultural competencies for successful personal and organizational outcomes.

Speaker: Emily Stephenson & Tiane Doman, EEOC

Skill Level: Novice to Skilled

Classroom: Marriott Balcony L

EEOC attorneys will facilitate a brainstorming session in which participants identify barriers that women face in the federal workplace (hiring, career development, etc.), and strategies for eradicating such barriers.

**Roundtable Discussion: Barriers Facing Women in the
1215 Federal Workplace**

Two Day Courses

Tuesday, July 13, 2010 from 9:00 a.m. to 4:30 p.m. and Wednesday, July 14, 2010 from 9:00 a.m. to 4:30 p.m.

9901 Crystal Reports

Speaker: Bob Van Dame, DCG Incorporated

Skill Level: Skilled

Classroom: Marriott Galvez

Upon successful completion of this class you will be able to: Create reports based directly on database information, use a report expert or create a copy of an existing report. Prepare summary reports from your database with ease.

9904 HR in the Federal Sector

Speaker: DCG, Incorporated

Skill Level: Novice

Classroom: Marriott Balcony M

HR in the Federal Sector provides federal HR professionals and federal contractors with a comprehensive overview of the six key HR federal sector competencies

Three Day Courses

Tuesday, July 13, Wednesday, July 14, and Thursday, July 15 from 9:00 a.m. to 4:30 p.m.

9902 Project Management (multi-day)

Speaker: DCG Incorporated

Skill Level: Skilled

Classroom: Marriott Balcony K

Learn the basic functions in initiating a project; define the scope of the project; develop a Work Breakdown Structure (WBS); create a risk management plan; perform qualitative and quantitative risk analysis; prepare a statement of work and procurement document; execute the project plan; implement quality assurance.

9903 Lean Six Sigma (multi-day)

Speaker: DCG Incorporated

Skill Level: Skilled

Classroom: Marriott Balcony L

An interactive course that provides you with the knowledge needed to perform adequately as a member of a Six Sigma Green Belt team.

Tuesday, July 13, 2010
8:30 a.m to 11:30 a.m.

2101 Financial Knowledge is Power...Jazz Up Your Money Management Skills

Speaker: Bobbie Gray, FDIC

Skill Level: Novice

Discuss the importance of saving and the use of personal spending plans to reach financial goals and recover from financial set-backs; learn how to read a credit report and how the new credit card rules affect you; receive tips to guard scams and identity theft.

2102 Common Elements of Uncommon Leadership

Speaker: Joe Schumacher, OPM

Skill Level: All

Leadership is the fuel that feeds the internal fire of individual inspiration resulting in individuals and teams achieving the near impossible. Learn the time-tested techniques used by the best leaders.

Tuesday, July 13, 2010
8:30 a.m to 11:30 a.m.

2103 Normal Is Gone and It Won't Be Back!

Speaker: Janie Walters, Champion Communications

Skill Level: Novice to Skilled

This course seeks to help participants see the benefits brought by change. It encourages people to embrace the challenge of change in order to grow and remain viable.

2104 Excel Charts & Graphs

Speaker: Tish Underwood, DCG Incorporated

Skill Level: Novice to Skilled

Work extensively with charts and graphs to develop your skills. Incorporate charts and graphs into documents or presentations. Learn to embed charts, format charts and enhance your worksheets.

2105 Americans with Disabilities Amendment Act (ADA-AA) of 2008; Genetic Information Non-Discrimination Act

Speaker: EEOC

Skill Level: Novice to Skilled

The EEOC, the agency charged with the enforcement of these statutes, will provide an overview of the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and the Genetic Information Nondiscrimination Act (GINA).

2106 Understanding Your Federal Retirement Benefits

Speaker: Darlene Jenkins & Rita Bailey, Affordable Benefits Solutions

Skill Level: All

Because people are living longer, understanding your Federal Benefits and how they impact your current and future financial situation is critical. Come and learn what financial planning you need to navigate your life course.

2107 Science & Technology Panel

Speaker: Melinda Hendrix

Skill Level: All

Female Scientists & Engineers will participate in a panel discussion to provide tips for getting ahead in technical fields and provide insights into their own career experiences. Attendees will leave the session with ideas to assist with their own career goals.

2108	Federal Travel Regulations	<p>Speaker: Harmonia Murray, Fish and Wildlife Service</p> <p>Skill Level: All</p> <p>This course will teach students how to navigate through the Federal Travel Regulations to compute temporary duty travel allowances. They will gain skills in research and applying the policy to completing travel documents.</p>
2109	Create and Accept the Challenge	<p>Speaker: Jaye Peterson Miller, DFAS</p> <p>Skill Level: Novice to Skilled</p> <p>Discussion on trying new things; embracing changes in the work place and personal life. Change is constant and being able to accept change either at work, home or any part of your life is important to your personal success.</p>
2110	Safety for Women	<p>Speaker: City of New Orleans Police Department</p> <p>Skill Level: All</p> <p>Find ways to avoid high risk situations. Gain knowledge of various self-protection techniques and how to employ them to minimize threats to your safety.</p>
2111	WIIFM - Motivational Techniques	<p>Speaker: Jennifer Lundin, DCG Incorporated</p> <p>Skill Level: All</p> <p>This workshop provides valuable insight into what motivates personnel and what will adequately and promptly provide the recognition they deserve.</p>
2112	The Power of Positive Affirmations	<p>Speaker: DCG, Incorporated</p> <p>Skill Level: All</p> <p>Learn the use of affirmations and positive self-talk to create a new future. This class will cover the purpose and practice of using affirmations.</p>
2113	Communicating Differently	<p>Speaker: Derry McCurdy, FEW</p> <p>Skill Level: Expert</p> <p>The course provides suggestions for awareness in an effort to improve the plight of Americans with disabilities and an overview of the laws and regulations that governs reasonable accommodations.</p>
2114	Getting Results Without Authority	<p>Speaker: Carmen Rivera, American Management Association</p> <p>Skill Level: All</p> <p>How do you influence people who don't work for you to get the results you need? The ability to adapt quickly and work with anyone to achieve desired results is crucial—especially when you don't have immediate authority to command their cooperation. You will focus on the key elements of influencing others when there is lack of authority—personal power, persuasion and negotiation.</p>
2116	Networking for Introverts	<p>Speaker: Marion Stevens, Productivity Plus Consulting</p> <p>Skill Level: All</p> <p>Networking is especially difficult for certain people. Join us to learn ways to use your introvert personality type as strength.</p>

Tuesday, July 13, 2010
8:30 a.m to 11:30 a.m.

2117 **SES Development for GS12 and below**

Speaker: Doris Brown, AVUE Technologies

Skill Level: Novice

This course is geared for grades GS-12 and below, and equivalent. In this interactive session, participants will be provided information on the Senior Executive Service, with answers to questions, such as "What is the SES?" "What does it take to be one?" Participants will also be guided in developing a Career Strategic Plan.

Tuesday, July 13, 2010
1:45 p.m. to 4:45 p.m.

2201 **Financial Knowledge is Power...Jazz Up Your Money Management Skills**

Speaker: Bobbie Gray, FDIC

Skill Level: Novice

Discuss the importance of saving and the use of personal spending plans to reach financial goals and recover from financial set-backs; learn how to read a credit report and how the new credit card rules affect you; receive tips to guard scams and identity theft.

2202 **Common Elements of Uncommon Leadership**

Speaker: Joe Schumacher, OPM

Skill Level: All

Leadership is the fuel that feeds the internal fire of individual inspiration resulting in individuals and teams achieving the near impossible. Learn the time-tested techniques used by the best leaders.

2203 **Setting SMART Goals to Achieve Success**

Speaker: Robin Sutton, DCG Incorporated

Skill Level: All

Each participant will go through the process of identifying organization goals, performance measurements, and various resources most suitable for training, development and continual learning using SMART techniques.

2204 **PowerPoint Tips & Tricks**

Speaker: Tish Underwood, DCG Incorporated

Skill Level: Novice to Skilled

This highly useful and informative class will provide students with many ways to "work smarter, not harder" using common PowerPoint features. Students will find this class to be chock-full of invaluable timesaving techniques. Minimum prerequisites: Windows XP or Vista; PowerPoint Introduction; or one year work experience with product.

2205 **EEO Update for Supervisors and Managers (including GINA, ADAAA, and Ledbetter)**

Speaker: EEOC

Skill Level: Novice

Participants will receive a full briefing on the Americans with Disabilities Act Amendments Act of 2008, the Genetic Information Nondiscrimination Act, the Lilly Ledbetter Fair Pay Act of 2009, as well as new EEO case law.

2206 **Planning Your Retirement**

Speaker: Darlene Jenkins & Rita Bailey, Affordable Benefits Solutions

Skill Level: All

The number one concern of many retirees is the fear of someday outliving their retirement savings. Learn how to win financially as you challenge your beliefs about money.

2207	Thrift Savings Plan (TSP) At a Glance	<p>Speaker: Gisile Goethe, Federal Retirement Thrift Investment Board</p> <p>Skill Level: Novice to Skilled</p> <p>This briefing covers all aspects of the TSP and outlines all its benefits, specifically the importance of contributing often and investing wisely to ensure a good source of retirement income.</p>
2208	Federal Travel Regulations	<p>Speaker: Harmonia Murray, Fish and Wildlife Service</p> <p>Skill Level: All</p> <p>This course will teach students how to navigate through the Federal Travel Regulations to compute temporary duty travel allowances. They will gain skills in research and applying the policy to completing travel documents.</p>
2209	Diversity in the Workplace	<p>Speaker: Jaye Peterson Miller, DFAS</p> <p>Skill Level: Novice</p> <p>This diversity overview session allows participants the opportunity to review, evaluate and reflect upon how diversity impacts each of us and specifically how individual work relationships, work environment and workplace behaviors ultimately affect organizational success.</p>
2210	Leadership Panel	<p>Speaker: Capt. Chuck LaSota; Patricia Taylor; Trish Hamburger; Soraya Correa, Jan Cannon-Bowers</p> <p>Skill Level: All</p> <p>This course will provide "hands-on" information for preparing, positioning and becoming a leader in Government Service. Hear from four who have made it to the SES and Officer levels of Leadership in the Government. This dynamic panel will provide you with stories, tips, and guidance to help you move your career to the next level.</p>
2211	Developing an Organizational Needs Analysis	<p>Speaker: Steve Bona, DCG, Incorporated</p> <p>Skill Level: Novice to Skilled</p> <p>Explore the skills necessary to analyze and document various organizational needs and develop strategic plans to meet those needs.</p>
2212	Growing Into Another Position	<p>Speaker: Jennifer Lundin, DCG Incorporated</p> <p>Skill Level: All</p> <p>During this session, attendees will identify learning and development goals; learn to take ownership of his/her career development; assess skill levels in the competencies related to the required skill level for their career advancement.</p>
2213	Basic Benefits and Financial Strategies for Women	<p>Speaker: Pamela Rankin, Benefit Planning, Inc.</p> <p>Skill Level: All</p> <p>Gather the information you need to understand the complexity of Federal benefits and the impact they have on your retirement. Gain the knowledge you need to reach your financial and retirement planning goals.</p>

Tuesday, July 13, 2010
1:45 p.m. to 4:45 p.m.

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| 2214 | Communicating with Diplomacy | Speaker: Carmen Rivera, American Management Association
Skill Level: All
Gain the skills that help represent your boss and your organization in the most positive manner. Increase your value by building powerful business relationships, communicating with savvy and finesse. Handle sensitive issues with tact and diplomacy. |
| 2215 | Writing Like a Pro | Speaker: Janie Walters, Champion Communications
Skill Level: All
"Sharpening Mighty Pens" is a great review of well-known rules for writing simple, straightforward sentences. A college degree in English is not needed. In this course, participants learn the value of a simple sentence that contains a subject, verb, and direct object. Through short, practical applications, clarity and brevity are hailed as champions, and writers learn to use active verbs with ease. |
| 2216 | Managing Multiple Priorities at Work and at Home | Speaker: Marion Stevens, Productivity Plus Consulting
Skill Level: All
We struggle in an environment of doing more with less it becomes important to make every minute count. This seminar offers easy-to-live with-strategies for managing your time and priorities. |
| 2217 | Career Mapping | Speaker: Indigo Johnson, Careers in Transition
Skill Level: Expert
Career Planning is the first step to career management. It is not uncommon for people to expect their managers to manage their career for many reasons. This workshop will prepare employees to tap into their own knowledge, skills and abilities in an effort to hold positions that are ideally suited for them, while sharing with others their added value for continued growth and opportunities. |

Tuesday, July 13, 2010
8:30 a.m to 4:45 p.m.

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| 2301 | Excel Intermediate | Speaker: Lee Ann Rozanske, DCG Incorporated
Skill Level: Skilled
This highly interactive class is designed to provide the Excel user with even more skills to utilize in their various job functions. You will learn how to create charts from your data, create and apply filters to long lists of data, and work with advanced formulae. Minimum prerequisites: Windows XP or Vista; Excel Introduction or equivalent knowledge. |
| 2302 | Access Introduction | Speaker: Jerry Garner, DCG Incorporated
Skill Level: Novice to Skilled
This hands-on workshop will cover introductory database concepts for the person new to Access. Minimum prerequisites: Windows XP or Vista; familiarity with Excel or Access environment. |
| 2303 | Photoshop | Speaker: Catherine Chezem, DCG Incorporated
Skill Level: Novice
Windows: Introduction. Some graphic experience is necessary. Select appropriate resolutions for different image and output types; Apply blending and shading effects to create realistic composites. Use Photoshop's painting tools to create artwork or to retouch photographs; Save images in file formats for use with other applications and the Web and much more. |

Tuesday, July 13, 2010
8:30 a.m to 4:45 p.m.

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| 2304 | Implementing Your IDP | Speaker: Calvin Stevens, Tacada Marketing
Skill Level: All
This IDP course will focus on important steps in planning an IDP: acquaint individuals with tools to develop an effective IDP. Attendees are asked to bring a copy of your IDP. |
| 2305 | Providing the WOW! In Customer Service | Speaker: Michael Sutton, DCG Incorporated
Skill Level: All
This highly interactive workshop will prepare you to provide the highest level of customer service. You will learn how to handle sensitive issues with sensitivity. See how changing your vocabulary can bring you customer service success. |
| 2306 | Emotional Intelligence for Administrative Professionals | Speaker: Rich St. Denis, American Management Association
Skill Level: All
Enhance your self-awareness and make emotions work for you to build more productive relationships—professionally and personally. Understanding and improving the connection between emotions and actions is crucial to business and personal success. |
| 2307 | COR/COTR | Speaker: DCG Incorporated
Skill Level: Skilled/Expert
Obtain the abilities you need to successfully oversee and monitor contracts; learn how to work effectively with other members of your procurement team. |
| 2308 | Military sessions | Speaker: LTC Terry Peardon, U.S. Army, (Ret)
Skill Level: All
In this session you will learn on how to translate your resume from military jargon to corporate correspondence. Items to be discussed are Types of resumes, elements of resumes, resume pitfalls, converting military skills to civilian applications, cover letters, interviewing, dressing for interviews, salary negotiations, etc. Also included is information on Resumix and applying for and interviewing for GS jobs. |

Wednesday, July 14, 2010
9:00 a.m to 11:30 a.m.

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| 3101 | Word Mail Merge | Speaker: Lee Ann Rozanske, DCG Incorporated
Skill Level: Skilled
Ever struggled getting your mail merge to work correctly? This class is designed just for you as you work through all the steps used in creating a merged document using various data forms. |
| 3102 | Playing by Unwritten Rules | Speaker: Indigo Johnson, Careers in Transition
Skill Level: Expert
Participants take a poignant look at acceptable norms, values that are unwritten for most organizations. We will discuss various tactics used in an effort to be successful and provide mechanisms to level the playing field. |

3103	Voice of Leadership	<p>Speaker: Rich St. Denis, American Management Association</p> <p>Skill Level: All</p> <p>It's a fact of organizational life: Leadership communication goes hand-in-hand with success—and the effective application of this skill is particularly essential in an uncertain economy when painful business decisions are made daily.</p>
3104	SES Development - GS13 plus	<p>Speaker: Mary Louise Uhlig, FEW and Doris Brown, AVUE Technologies</p> <p>Skill Level: Skilled</p> <p>The course will discuss training, interviewing, leadership skills and the Executive Core Qualifications for SES, which will prepare individuals for the top-rank positions. This course is geared for grades GS-13 and above.</p>
3105	Mentoring: Strategic Collaboration for Success	<p>Speaker: Dr. Patricia Taylor, Office of the Director of National Intelligence</p> <p>Skill Level: Novice to Skilled</p> <p>Review the history, definitions, trends, and descriptions of mentoring relationships, what to look for in a mentor or protégé, and what can go wrong. Analyze case studies to identify issues and design strategies to address them.</p>
3106	Understanding Your Federal Retirement Benefits	<p>Speaker: Darlene Jenkins & Rita Bailey, Affordable Benefits Solutions</p> <p>Skill Level: All</p> <p>Because people are living longer, understanding your Federal Benefits and how they impact your current and future financial situation is critical. Come and learn what financial planning you need to navigate your life course.</p>
3107	Assertiveness Training for Women in Business	<p>Speaker: Marcia Thompson, American Management Association</p> <p>Skill Level: All</p> <p>How do you influence people who don't work for you to get the results you need? The ability to adapt quickly and work with anyone to achieve desired results is crucial—especially when you don't have immediate authority to command their cooperation. You will focus on the key elements of influencing others when there is lack of authority—personal power, persuasion and negotiation.</p>
3108	Basic Benefits and Financial Strategies for Women	<p>Speaker: Pamela Rankin, Benefit Planning, Inc.</p> <p>Skill Level: All</p> <p>Gather the information you need to understand the complexity of Federal benefits and the impact they have on your retirement. Gain the knowledge you need to reach your financial and retirement planning goals.</p>
3109	Women's Health	<p>Speaker: DCG Incorporated</p> <p>Skill Level: All</p> <p>Join others in learning about the most common health risks for women and easy things you can do to better manage those risks.</p>

3110	Strategic Planning for FEW	Speaker: Sue Webster, Wilma Huey, Mary Anna Weber, FEW Skill Level: All This session will focus on the results of the recent Strategic Planning effort for FEW and hear first-hand the direction FEW is headed. Attendees will learn about the Strategic Planning process FEW used and how Strategic Planning is making a difference for this non-profit organization.
3111	How to Win Cooperation and Influence People Part 1	Speaker: Susanne Karst, Dale Carnegie Skill Level: All During this session learn the Five Drivers of Success • Twelve Ways to Win Enthusiastic Cooperation • Gain and project self-confidence • Twelve Ways to Establish Credibility • Identify and Prepare forms of Evidence
3112	Business Analysis	Speaker: JoAnn Becker, Graduate School Skill Level: Novice Business Analysts are responsible for requirements development and requirements management. Business analysts are a key facilitator within an organization, acting as a bridge between the client, stakeholders and the solution team.
3113	How to Interview for an SES Position	Speaker: Trish Hamburger Skill Level: All Be prepared: research the position, be ready with examples from past performances, practice the interview with others, seek out mentors in the SES ranks, and arrive to the interview early to collect your thoughts.
3114	Federal Long Term Care Insurance Program (FLTCIP)	Speaker: Joan Melanson and Beth O'Brien, Long Term Care Partners Skill Level: Novice This course will explore the impact long term care can have on your family and retirement portfolio. Course Outline: Definition of long term care - what it is and is not, Common misconceptions as to what pays for LTC, including: Medicare, Medicaid (and why many FEW members will not qualify), TriCare for Life, and VA
3115	Reasonable Accommodations & Computer/Electronic Accommodations (CAP)	Speaker: Kameelah Montgomery Skill Level: Novice The audience will be able to define disability, what is a reasonable accommodation, and using the CAP model to provide assistive technology as an accommodation.
3116	FEW Regional Manager & Regional Representative Training	Speaker: Becky Fasulo, Federally Employed Women Skill Level: All This course will assist FEW Regional Managers and Representatives in becoming effective leaders of Federally Employed Women. Participants will learn the organization structure and function of FEW.
3117	Employee Engagement and Top Motivational Techniques	Speaker: Joseph Schumacher, OPM Skill Level: Novice to Skilled During this interactive session, learn how to actively engage others. Explore the appropriate motivational techniques that work best for individuals and teams.

Wednesday, July 14, 2010
9:00 a.m to 11:30 a.m.

3118 Today's Culture of Information Transparency

Speaker: CAPT Chuck LaSota

Skill Level: Novice to Skilled

A closer look at the leadership opportunities and challenges associated with today's culture of information technology. The class explores the challenges of Leading in an environment where information is available to everyone.

Wednesday, July 14, 2010
1:30 p.m. to 4:30 p.m.

3201 Excel Shortcuts

Speaker: Lee Ann Rozanske, DCG Incorporated

Skill Level: Skilled

This highly intensive one-day class will provide the student with real life examples and will be a fast paced session. Learn how to make your job quicker and easier by taking "Shortcuts".

3202 Caregiver's Forum

Speaker: Mary Lou McGuinness, Federal Long Term Care

Skill Level: Novice

Many of us are becoming caregiver's and in this session we will discuss the various issues caregiver's face when trying to balance everything: caregiving, family, work, and taking time to care for yourself.

3203 Acquisition Careers with the Federal Government

Speaker: Soraya Correa, Department of Homeland Security

Skill Level: Novice to Skilled

This course is designed to provide the attendee with information on acquisition as a career field, career opportunities at Department of Homeland Security, and the required qualifications.

3204 Navigating for Career Success

Speaker: Doris Brown, AVUE Technologies

Skill Level: All

Many agencies are adopting new performance management systems that require employees to prepare a self-assessment. Training exercises, discussions, and feedback will increase confidence in providing feedback on how you contribute to the success of your organization.

3206 Planning Your Retirement

Speaker: Darlene Jenkins & Rita Bailey, Affordable Benefits Solutions

Skill Level: All

The number one concern of many retirees is the fear of someday outliving their retirement savings. Learn how to win financially as you challenge your beliefs about money.

3207 Making the Transition from Staff Member to Manager

Speaker: Marcia Thompson, American Management Association

Skill Level: All

Effectively manage the change in your role and responsibilities through supervisor training! This course will prepare you for a complete change of responsibilities and help eliminate the anxiety that can accompany it. The invaluable set of supervisor training tools in this course will prepare you to assume that all-important first supervisory role.

3208	Thrift Savings Plan (TSP) At a Glance	Speaker: Gisile Goethe, Federal Retirement Thrift Investment Board Skill Level: Novice to Skilled This briefing covers all aspects of the TSP and outlines all its benefits, specifically the importance of contributing often and investing wisely to ensure a good source of retirement income.
3209	Small Investor Protection Tips & Financial Independence Strategies	Speaker: Antoine Orr, Plancorr Wealth Management, LLC Skill Level: All The objective of this course is to teach participants how to take control of their debt, investment and retirement planning goals.
3210	FEW Regional Manager & Regional Representative Training	Speaker: Becky Fasulo, Federally Employed Women Skill Level: All This course will assist FEW Regional Managers and Representatives in becoming effective leaders of Federally Employed Women. Participants will learn the organization structure and function of FEW.
3211	How to Win Cooperation and Influence People Part 2	Speaker: Susanne Karst, Dale Carnegie Skill Level: Novice Learn to establish trust • Create win-win situations • Gain support and collaboration • Learn to question and listen effectively • Build winning attitudes • Give sincere appreciation
3212	Project Communications Management	Speaker: JoAnn Becker, Graduate School Skill Level: Novice to Skilled Communications management is an essential function of project management. Learn how to create and effectively use a communication plan to collect the right data and to disseminate appropriate information in a timely manner to appropriate stakeholders.
3213	How to Write Executive Core Qualifications (ECQs)	Speaker: Trish Hamburger Skill Level: Novice to Skilled To guarantee your best chance for an interview, you must prove on paper your skills and abilities and how they translate to you using them in the desired position.
3214	Career Success or Career Distress - Interviewing Skills	Speaker: Carol Dawson, EEO Guidance, Inc. Skill Level: Novice to Skilled This course will provide participants with proven successful advice relating to actions and reactions that make job applicants successful – before – during – and after the interview. Training will enhance interpersonal skills as well as improve oral skills in job interviews.
3215	Are You Really Listening?	Speaker: Marion Stevens, Productivity Plus Consulting Skill Level: All Listening is the one of the most neglected communication skills. Yet, it is one of the most valuable skills. Learn to use this powerful tool effectively and to your advantage.

Wednesday, July 14, 2010
1:30 p.m. to 4:30 p.m.

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| 3216 | Managers: Get the Most from your Microsoft Project schedule | Speaker: Scott Hornback, DFAS
Skill Level: Novice to Skilled
Microsoft Project provides much more information than just a time line. Learn how, when done right, Microsoft Project can drive your project in the right direction. |
| 3217 | Employee Engagement and Top Motivational Techniques | Speaker: Joseph Schumacher, OPM
Skill Level: Novice to Skilled
During this interactive session, learn how to actively engage others. Explore the appropriate motivational techniques that work best for individuals and teams. |
| 3218 | Today's Culture of Information Transparency | Speaker: CAPT Chuck LaSota
Skill Level: Novice to Skilled
A closer look at the leadership opportunities and challenges associated with today's culture of information technology. The class explores the challenges of Leading in an environment where information is available to everyone. |

Wednesday, July 14, 2010
9:00 a.m. to 4:30 p.m.

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| 3301 | Generations at Work | Speaker: Mary Anna Weber
Skill Level: All
This session will look at the celebration and challenges of people from all generations working together. All of us have great benefits we bring to our work besides our talent...one of those benefits is the benefit of age and generation. Come and find out how to manage these wonderful groups for the highest level of productivity and creativity in your organization! |
| 3302 | Implementing Your IDP | Speaker: Calvin Stevens, Tacada Marketing
Skill Level: All
This IDP course will focus on important steps in planning an IDP: acquaint individuals with tools to develop an effective IDP. Attendees are asked to bring a copy of your IDP. |
| 3303 | The Successful Interview | Speaker: Arlena Fitch-Gordon, FEW
Skill Level: Novice to Skilled
This course will focus on ways and methods to enhance your interviewing skills for that next interview. Many leadership competencies will be covered through dialogue, group discussions, practical exercise, and mock interviews. |
| 3304 | Excel Advanced | Speaker: Jerry Garner, DCG Incorporated
Skill Level: Skilled
Create and edit a Macro. Apply conditional formatting, add data validation criteria, update a workbook's properties and modify Excel's default settings. Minimum prerequisites: Windows XP; Excel Introduction/Intermediate or equivalent knowledge. |
| 3305 | InDesign | Speaker: Catherine Chezem, DCG Incorporated
Skill Level: Novice
During this session of a robust and easy-to-use design and layout program, students will design and create one page, multiple page documents, ads, and flyers containing text and graphics. |

Wednesday, July 14, 2010
9:00 a.m. to 4:30 p.m.

3306 MS Project Level 1

Speaker: Tish Underwood, DCG Incorporated

Skill Level: Novice

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

3307 Gaining Support for Special Emphasis Programs

Speaker: Carrolle Rushford, Rushford & Associates

Skill Level: Skilled

One of the areas that experienced Special Emphasis Program Managers (SEPMs) have indicated concern is that of bringing line managers on board to support their programs. This session will examine barriers that SEPMs may face in implementing their SEPs and provide tools and techniques to reinforce management's role and responsibility in achieving the goals of special emphasis programs.

Thursday, July 15, 2010
8:30 a.m. to 11:30 a.m.

4101 Driving Diversity Deep into the DNA of Your Organization!

Speaker: Vernice Armour, VAI Consulting and Training, LLC

Skill Level: Novice

Vernice reveals what it took to help a 200,000 personnel organization get back on track! Differences and similarities result in tension and complexities...THIS IS NORMAL! Diversity MANAGEMENT is the key!

4102 Free Cash Flow and Debt Reduction Strategies

Speaker: Antoine Orr, Plancorr Wealth Management, LLC

Skill Level: All

The objective of this course is to teach participants how to take control of their debt, investment and retirement planning goals.

4103 Excel Pivot Tables

Speaker: Lee Ann Rozanske, DCG Incorporated

Skill Level: Skilled

Create a Pivot Table based on data and make the summary easier to read by grouping data and applying formatting. Minimum prerequisites: Windows XP; Excel Introduction/Intermediate; or one year work experience with products.

4104 How to Win Cooperation and Influence People Part 1

Speaker: Susanne Karst, Dale Carnegie

Skill Level: All

During this session learn the Five Drivers of Success • Twelve Ways to Win Enthusiastic Cooperation • Gain and project self-confidence • Twelve Ways to Establish Credibility • Identify and Prepare forms of Evidence

4105 Navigating for Career Success

Speaker: Doris Brown, AVUE Technologies

Skill Level: All

Many agencies are adopting new performance management systems that require employees to prepare a self-assessment. Training exercises, discussions, and feedback will increase confidence in providing feedback on how you contribute to the success of your organization.

4106	Networking Your Career	Speaker: Mary Anna Weber Skill Level: Novice to Skilled Recognize the power of the network around you and learn to use it to your advancement advantage.
4107	Communication - It's a Two-way Street	Speaker: Jaye Peterson Miller, DFAS Skill Level: Novice to Skilled This session will discuss the roles of employers and employees in the communications game. One must be able to offer information as well as accept information for communications to be successful.
4108	Caregiver's Forum	Speaker: Mary Lou McGuinness, Federal Long Term Care Skill Level: Novice Many of us are becoming caregiver's and in this session we will discuss the various issues caregiver's face when trying to balance everything: caregiving, family, work, and taking time to care for yourself.
4109	Bless 'Em, Change 'Em, or Take 'Em!	Speaker: Janie Walters, Champion Communications Skill Level: Novice to Skilled This course seeks to equip participants with specific tools needed to protect themselves and their organizations from difficult people. It recognizes that all of us can be difficult from time to time.
4110	FEW Chapter Officer Training	Speaker: Becky Fasulo, Federally Employed Women Skill Level: Skilled This interactive course will assist FEW Chapter officers to become better leaders of Federally Employed Women by learning the roles and responsibilities of Chapter officers and committees.
4111	Conducting Effective Meetings	Speaker: Jennifer Lundin, DCG Incorporated Skill Level: All Learn how to plan, participate in and conduct effective meetings. Identify the types of meeting leaders and the characteristics of an effective meeting leader. Discover the process for making decisions in a meeting; identify and minimize groupthink.
4112	Employee Relations 101	Speaker: Beth Chandler Skill Level: Novice to Skilled Upon completion of this training session, participants will be able to effectively respond to conduct and performance problems, effectively manage leave problems, understand the process for handling performance and conduct actions and appeals and grievances of such actions. In addition, participants will be able to understand how to handle medical situations in the workplace including requests for medical documentation and reasonable accommodations.

Thursday, July 15, 2010
8:30 a.m. to 11:30 a.m.

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| 4113 | Business Analysis | Speaker: JoAnn Becker, Graduate School
Skill Level: All
Business Analysts are responsible for requirements development and requirements management. Business analysts are a key facilitator within an organization, acting as a bridge between the client, stakeholders and the solution team. |
| 4114 | What is Lean Six Sigma? | Speaker: DCG Incorporated
Skill Level: Novice
Obtain a better understanding of the importance of Lean Six Sigma and how it relates to managing continuous process improvement, workflow, inventory, and costs. This session will provide the participant with terms and terminology used in a Lean Six Sigma initiative. |
| 4115 | Conflict/Dispute Resolution | Speaker: Dr. Patricia Taylor, Office of the Director of National Intelligence
Skill Level: Novice
This diversity overview session allows participants the opportunity to review, evaluate and reflect upon how diversity impacts each of us and specifically how individual work relationships, work environment and workplace behaviors ultimately affect organizational success. |
| 4116 | Managers: Get the Most from your Microsoft Project schedule | Speaker: Scott Hornback, DFAS
Skill Level: Novice to Skilled
Microsoft Project provides much more information than just a time line. Learn how, when done right, Microsoft Project can drive your project in the right direction. |
| 4117 | Partnering with Your Boss | Speaker: Sue Clapp, American Management Association
Skill Level: All
Get more out of your work by partnering with your boss! As an administrative assistant, your success depends upon effectively partnering with your boss and being able to rise to the unique challenges brought on by troubling economic times. |
| 4118 | Career Success or Career Distress - Interviewing Skills | Speaker: Carol Dawson, EEO Guidance, Inc.
Skill Level: Novice to Skilled
This course will provide participants with proven successful advice relating to actions and reactions that make job applicants successful – before –during – and after the interview. Training will enhance interpersonal skills as well as improve oral skills in job interviews. |

Thursday, July 15, 2010
1:30 p.m. to 4:30 p.m.

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| 4201 | Give a Presentation - Who Me?!? | Speaker: Robin Sutton, DCG Incorporated
Skill Level: All
This half-day motivational session will provide short vignettes and tips in an active, participatory manner. Yes, you can speak in front of an audience and do a great job! |
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| 4202 | Who Needs a Runway? Take Off From Where You Are! | Speaker: Vernice Armour, VAI Consulting and Training, LLC
Skill Level: Novice
Move into action from where you are! Don't become paralyzed by preparation; decide and execute! Get the boost you need, come together as a team and achieve desired results! |
| 4203 | Working with Large Documents in Word | Speaker: Lee Ann Rozanske, DCG Incorporated
Skill Level: Skilled

Learn to work with large documents utilizing the full functionality of Word 2007. Create tables of contents and indexes with ease; use sections to create chapters, and demystify bullets/numbering. |
| 4204 | How to Win Cooperation and Influence People Part 2 | Speaker: Susanne Karst, Dale Carnegie
Skill Level: Novice
Learn to establish trust • Create win-win situations • Gain support and collaboration • Learn to question and listen effectively • Build winning attitudes • Give sincere appreciation |
| 4205 | When Personalities Collide | Speaker: Carrolle Rushford, Rushford & Associates
Skill Level: All
You can pick your friends, but you are stuck with your coworkers. There are times during a busy day when it seems that some of those irritating people you work with are just standing on your last nerve! This course is designed to help you identify how we learn to communicate, how we develop preferences and how we can work towards improving our communication with all kinds of people—even those who don't think and act exactly like we do. |
| 4206 | Managing Multiple Priorities at Work and at Home | Speaker: Marion Stevens, Productivity Plus Consulting
Skill Level: All
We struggle in an environment of doing more with less it becomes important to make every minute count. This seminar offers easy-to-live with-strategies for managing your time and priorities. |
| 4207 | Working in Teams | Speaker: Jaye Peterson Miller, DFAS
Skill Level: Novice to Skilled
Everyone works in teams. This course will help to understand how to best work with others in teams. Supervisors can learn how to best form teams for better performance. |
| 4208 | Federal Long Term Care Insurance Program (FLTCIP) | Speaker: Joan Melanson and Beth O'Brien, Long Term Care Partners
Skill Level: Novice
This course will explore the impact long term care can have on your family and retirement portfolio. Course Outline: Definition of long term care - what it is and is not, Common misconceptions as to what pays for LTC, including: Medicare, Medicaid (and why many FEW members will not qualify), TriCare for Life, and VA |
| 4209 | Women's Health | Speaker: DCG, Incorporated
Skill Level: All
Classroom: Sheraton Rhythm 3
Join others in learning about the most common health risks for women and easy things you can do to better manage those risks. |

4210	All About FEW	<p>Speaker: Arlena Fitch-Gordon, Federally Employed Women</p> <p>Skill Level: All</p> <p>This workshop provides insight on why FEW as a non-profit organization has remained viable and successful for over 40 years. You will leave this course energized and motivated to help FEW remain the organization of choice.</p>
4211	Writing Like a Pro	<p>Speaker: Janie Walters, Champion Communications</p> <p>Skill Level: All</p> <p>"Sharpening Mighty Pens" is a great review of well-known rules for writing simple, straight-forward sentences. A college degree in English is not needed. In this course, participants learn the value of a simple sentence that contains a subject, verb, and direct object. Through short, practical applications, clarity and brevity are hailed as champions, and writers learn to use active verbs with ease.</p>
4212	Labor Relations 101	<p>Speaker: Beth Chandler</p> <p>Skill Level: Novice to Skilled</p> <p>Upon completion of this course, participants will have a comprehensive overview of the Federal Labor Relations program and will have the skills necessary to understand the roles and responsibilities of supervisors, managers and employees in regards to labor relations. Specifically, participants will learn how to handle bargaining unit employees, meetings, investigations, negotiations, changing conditions of employment and the grievance and unfair labor practice process.</p>
4213	Project Communications Management	<p>Speaker: JoAnn Becker, Graduate School</p> <p>Skill Level:</p> <p>Communications management is an essential function of project management. Learn how to create and effectively use a communication plan to collect the right data and to disseminate appropriate information in a timely manner to appropriate stakeholders.</p>
4214	Process Diagramming	<p>Speaker: DCG Incorporated</p> <p>Skill Level: Novice</p> <p>Working with in-class exercises you will learn to diagram a process from beginning to end. You will include decision points and identify elements in the process which are dependent or independent.</p>
4215	Keys for Personal Success: Satisfaction is an "Inside" Job	<p>Speaker: Dr. Patricia Taylor, Office of the Director of National Intelligence</p> <p>Skill Level: Novice to Skilled</p> <p>Motivational discussion about overcoming career challenges and setbacks. Sharing personal experiences and suggestions on how better managing your time, focus, and moods can help anyone achieve enormous success.</p>
4216	Effective Report Writing	<p>Speaker: DCG Incorporated</p> <p>Skill Level: Novice to Skilled</p> <p>During this seminar you will practice organizing and writing technical documents, determine the scope of the report and the appropriate format for the report.</p>

Thursday, July 15, 2010
1:30 p.m. to 4:30 p.m.

4217 Management Skills for New Managers

Speaker: Sue Clapp, American Management Association

Skill Level: All

Management success is measured not simply by individual contributions, but by how well you get the work done with and through others. You will learn to adjust your management style and get results across all functional areas.

Thursday, July 15, 2010
8:30 a.m. to 4:30 p.m.

4301 Succession Planning Process

Speaker: Holly Lett, DCG Incorporated

Skill Level: All

Learn how to recruit and retain superior employees; Develop employees' knowledge, skills, and abilities, and prepare them for advancement; Design development plans for employees to ensure all key employees understand their career paths.

4302 Sharepoint

Speaker: Bob Van Dame, DCG Incorporated

Skill Level: Novice

This one-day course is designed for the end user who needs a good overview of SharePoint and how to input data and modify information on the Web page.

4303 Adobe Acrobat

Speaker: Lee Ann Rozanske, DCG Incorporated

Skill Level: Novice

Quickly identify components of the Acrobat interface. Understand the process for creating and editing PDF files. Minimum prerequisites: Windows XP; basic Word processing skills.

4304 Visio

Speaker: Jerry Garner, DCG Incorporated

Skill Level: Skilled

Increase your productivity with smart features such as numbering shapes automatically and duplicating shapes quickly. Create a directional map, view drawing properties, rotate and copy shapes, connect roads, and add text to shapes. Create a flowchart or a cross-functional flowchart.

4305 HTML

Speaker: Catherine Chezem, DCG Incorporated

Skill Level: Novice

This one-day course will prepare the student to use good HTML coding practices to create Web pages that will continue to work in the ever-changing world of Web development.

4306 Federal Women's Program Manager's Workshop

Speaker: Debra Hobbs, FEW; Michelle Crockett, FEW; and Linda Fresh, FWPIC

Skill Level: All

In this course you will learn how to step up your Federal Women's Program (FWP) and keep it moving forward in order to achieve a successful and productive committee and monthly programs

Thursday, July 15, 2010
8:30 a.m. to 4:30 p.m.

4307 Negotiating for Goal Achievement

Speaker: Jennifer Lundin, DCG Incorporated

Skill Level: All

Upon successful completion of this one day course, you will learn: Best methods of preparing, know yourself, know the other party and their position and build their trust. Understand the difference between Confidence and Power. Establish ground rules before beginning discussions. Determine your expected and acceptable outcomes.

4308 HR Management Overview

Speaker: Steve Bona, DCG Incorporated

Skill Level: Novice

This workshop will help you develop a firm foundation in the concepts and principles of HR Management and an overview of HR roles and responsibilities.

4309 Strategic Decision Making and Creative Problem Solving

Speaker: Michael Sutton, DCG Incorporated

Skill Level: Novice to Skilled

Explore strategies needed to ask the right questions and make critical decisions with minimal stress. Increase your ability to make important decisions, understand the big picture, and apply creative problem solving techniques.