

## What is FEW?

Federally Employed Women (FEW) is a private, non-profit organization founded in 1968 to support the full implementation of the Federal Women's Program (FWP), a government program to enhance the employment opportunities and advancement of women. FEW is the only national organization concerned with both furthering the potential of all women in the government and eliminating sex discrimination in the Federal service. It is an organization dedicated to promoting equality for women and addressing concerns of women in the Federal workforce.

### FEW's National Training Program

Each year FEW conducts a National Training Program (NTP). This year's program, **Sounds of Success**, will be held July 19-23, 2004, in Nashville. Based on our commitment to improving opportunities for women in Federal employment, the training offered is targeted to provide participants with the tools required to establish and build a successful career and to deliver quality public service.

The training of Federal employees for career enhancement and improved public service has been one of FEW's **primary objectives** since its inception, and the NTP is a major component of the program put in place to achieve that objective. The 2004 NTP will be the most professional in our 35-year history, due to the partnerships we have formed with both Federal and private training giants and the support of Federal agencies.



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## Training Tracks and Levels for Specialized Learning

The training curriculum of the 2004 NTP is focused on providing a depth of training. Sessions are specifically targeted at the **novice, skilled, and expert** levels so that participants can select training suited to their experience. In addition, training offerings have been added or augmented in many areas including:

### Procurement and Contracting

Provided by faculty of the Federal Acquisition Institute and the Graduate School, USDA, this training track provides all the basics for employee new to the contracting field or in need of a refresher. With the increased emphasis on outsourcing and performance-based contracting, it is imperative that agencies train employees in these essential skills.

### Bridging the Gap

Designed to lead candidates from the clerical ranks to the administrative and management job series, this track concentrates on interview skills and resume preparation, office professionalism, proven methods for navigating the bridge, and the typical series that facilitate this transition.

### Project Management

The efficient management of projects including people skills and budget management are essential skills in the Federal environment that emphasizes increased government performance and the strategic management of human capital. Offerings include sessions on project management concepts as well as instruction in using Microsoft Project, the industry-leading tool for project management.

### EEO Educational Forum

Though FEW has traditionally provided EEO-related training, in 2004 that training has been reorganized to minimize overlapping topics, to supplement the training targeted specifically for the Federal Women's Program Manager, to address current issues from both the management and employee viewpoints, and to meet the training requirements for EEO professionals.

**"One of the best ways to jeopardize an organization's future in today's world and increase the probability of troubled times is to look at training as a cost and pay the price of not training."**

For general NTP information, visit our website at  
[www.fewntp.org](http://www.fewntp.org)



JULY 19-23, NASHVILLE, TN

Sounds of Success

Training  
is a  
Human Capital  
Investment

Gaylord Opryland  
Nashville  
July 19 - 23, 2004

FEW's 35th Annual  
National Training Program

## The False Economy of Restricting Access to Training

A Baldrige Award-winning CEO of a major corporation reported that his company provided 120 hours of training to all new employees. When asked what happens if you train them and they LEAVE and go somewhere else, his reply was, **"What happens if you DON'T train them and they STAY?"**

Managers often ask about the specific payback for training investments. Everyone knows there are obvious benefits to training staff, but far too often it is training that suffers most through deferment or postponement because of budget concerns. But isn't this false economy? The price of training may be high but the price of ignorance is far higher.

According to a recent American Management Association survey, there is a direct correlation between increased training activities and improvements in worker productivity, profitability and shareholder value in both the short and long term. The report states, "Companies that increased their training activities were three times more likely to report increased profits and shareholder value than companies that cut back on training. They were **66% more likely to report productivity improvements, twice as likely to reduce their turn-over rates** and 150% more likely to improve the quality of their products and services." New ideas, technical skills, productivity enhancements and leadership development are all important to create a government that functions like a business, a clear objective of the current administration.

The benefits of training fall into three major categories.

The **Direct Knowledge Gained** category includes the benefits of training that supplement skills and abilities that are primary to the position which the employee currently holds. This type of training is vital to the agency's ability to achieve their mission and strategic goals. A thorough knowledge of process and method is essential for optimization of performance. Examples of training that result in increased direct knowledge are technical writing classes offered to a member of the office automation staff, project management training taken by

a mid-level manager or technology training for virtually anyone.

**Indirect Knowledge Gained** includes the benefits of training that allow the employee to view their position from the perspective of the manager, the coworker and the customer. This type of training promotes understanding between divisions, agencies and departments. By exposing staff to difficult tasks performed by others, an overall better appreciation among all is realized. Examples of this type of training are supervisory training for non-supervisory staff, accounting or procurement and contracting to staff not specifically required to perform those tasks, and customer service and leadership training for anyone.

**Increased Self-Esteem** includes the benefits of training that allow the employee to comprehend the value of their contributions to the organization. The way that training is retained and adapted has an impact on motivation. Training is really a foundation for self-development, from which comes motivation. Training provides the spark for all employees to improve and strive for their own success and the success of the agency and this spark is a morale-booster for everyone with whom this employee interacts.

Federally Employed Women's (FEW) National Training Program (NTP) provides outstanding training in all of these areas. 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.

If you value:

- \* Highly productive and technologically proficient staff.
- \* Employees who are dedicated to continually improving
- \* Employees who develop their leadership potential through formal and informal training methods and mentoring
- \* Employees who are innovative and creative problem solvers

then FEW's NTP represents a tremendous opportunity that you won't want to miss.

An investment in training is an value-added investment in human capital with both short- and long-term benefits. In an article entitled *The Price of (NOT) Training*, Dr. Donald E. Wetmore wrote, "Training is not a cost. It is an investment. It really doesn't matter what we pay for an investment. What's relevant is what we get in return."

## FEW Builds Relationships with Quality Training Providers

The **U.S. Office of Personnel Management (OPM)** has defined Leadership Competencies, skills that are essential in leaders. These competencies are the basis for all the training selected for the 2004 NTP. In addition, OPM has provided faculty members who will train on the many OPM initiatives that affect all Federal employees everyday.

The **Graduate School, USDA (GS)** is supporting the 2004 NTP by providing members of their outstanding faculty to present training that is of incomparable value and quality. GS is the **premier continuing education institution** for government professionals and is highly regarded for its leadership programs. Annually, they provide more than 1,000 different courses for career development and personal enrichment to more than 200,000 students worldwide.

The **Government Affairs Institute (GAI)** is a new supporter in 2004. GAI has been conducting courses on Capitol Hill since 1965, first as a part of OPM and now as a part of Georgetown University. The Institute's mission is to **provide education and training about congressional processes, organization and practices**. By better understanding the functions of Congress, executive branch personnel can more effectively plan, manage and budget.

**Federal Acquisition Institute (FAI)** is also supporting the 2004 NTP in the training area. FAI leads the Government-wide acquisition career management program; and plans, manages, and coordinates the development and implementation of **acquisition career and acquisition workforce policies**, programs, and practices. They are the foremost provider of information and management tools in support of a professional acquisition workforce.

**Skillpath Seminars** A commitment to a quality product and the desire to provide lifelong learning opportunities are just two of the founding values at the core of SkillPath's success. Since 1989, these original goals contributed to phenomenal growth and nationwide recognition. To facilitate the booming technology training field, SkillPath's technical training division, CompuMaster, was started in 1996. Today, SkillPath is the **largest public seminar company in the world**.

