



Baltimore Federal Executive Board

Fallon Federal Office Building – Suite 820A
31 Hopkins Plaza
Baltimore, Maryland 21201

Federal Women's Advisory Council

DATE: February 9, 2010 (Revised 17 February 2010)

FROM: Mr. George W. King
Chairman, Baltimore Federal Executive Board

SUBJECT: Annual Federal Women's Training and Awards Program - March 24, 2010

TO: Federal Agency Heads, Personnel Directors, EEO Directors, and
Special Emphasis Program Managers

The Baltimore Federal Executive Board is proud to announce the annual Federal Women's Training and Awards Program on Wednesday, March 24, 2010. The program will be held at Martin's West, located at 6817 Dogwood Road, Baltimore, Maryland 21244. Registration is open from 7:00 a.m. to 8:00 a.m. The program time is 8:00 a.m. to 3:30 p.m.

The 2009 theme is "***Writing Women Back Into History.***" We are pleased to present a dynamic speaker: Dr. Allie B. Latimer, who will lead the commemoration of the National Women's History Month program. Attorney and social justice activist, Dr. Latimer organized and founded Federally Employed Women, a national organization with more than 200 chapters. She has been awarded the prestigious Ollie May Cooper Award for her legal and humanitarian achievements, and was also recognized as part of the "second wave of feminist pioneers" by the Veteran Feminists of America (VFA). Dr. Latimer will deliver the keynote address.

The affordable registration fee of \$100.00 includes a green-friendly bag, a continental breakfast and lunch, five interactive workshop sessions, an awards program, and access to a number of vendors and exhibitors. This training will be of value, both professionally and personally, to Federal employers and employees alike. The maximum number of attendees is 600. Please encourage employees to register early. Tickets sell out quickly each year.

The workshop sessions have been carefully planned and structured to meet the U.S. Office of Personnel Management's Leadership Qualifications and Core Competencies. The sessions will involve and define fundamental areas in Leading Change, Leading People, Results Driven Business Acumen, and Building Coalitions. Program participants may select from five training sessions listed on the course synopsis (*Attachment 1*). Concurrent sessions will run for 90 minutes, repeated in the morning and in the afternoon.

Each registrant must complete a registration form online. They should make their requests known by selecting morning and afternoon choices for training, identifying their special dietary needs for meals, and special accommodations, in the appropriate checkbox provided on the registration form (*Attachment 2*).

The Federal Women's Program manager in each Federal agency or military installation should complete the Agency Reservation and Ticket Request form (*Attachment 3*). Please make credit card payments to www.leading-edge.us/FEBWomensProgram.htm. **no later than March 10, 2010**. Confirmation tickets will be provided to Agency delegates after receipt of payment.

We encourage you to visit the Baltimore Federal Executive Board website at <http://www.baltimorefeb.us>. Questions may be addressed to your local Federal Women's Program Manager or Mrs. Cassandra Fowlkes, Chairperson, Federal Women's Advisory Council at (410) 966-4963 or via email at Cassandra.fowlkes@ssa.gov.

Thank you for your anticipated cooperation in this endeavor.

Attachments:

1. Workshop Synopsis
2. Registration Form
3. Agency Reservation and Ticket Request Form

CF:

Members, FEB Executive Committee
Executive Director, FEB

**Baltimore Federal Women's Training and Awards Program
Wednesday, March 24, 2010
Martin's West
Baltimore, Maryland 21244**

Program Workshop Synopsis

I. When Passion and Vision Collide presented by Dr. Rochelle E. Oaks, President and CEO of the Oaks Group, LLC, a Veteran-owned company. The Mission of The Oaks Group is to teach, train, and build individuals, organizations, and communities. Our goal is to bring together the principles of education and lifelong learning to prepare individuals, teams and organizations to succeed. To accomplish our goal we believe in the transformation process that focuses on human beings as the key to all possibilities.

SYNOPSIS: This presentation is designed to encourage, challenge, and inspire people to reach inside themselves and embrace the courage that it takes to influence the future by allowing their passion and vision to collide.

Course length: 90 minutes per session

II. The Impact of Mentorship presented by Sadie M. Winlock, MBA. Dr. Winlock is the principal of Lock & Associates Consulting Firm. She has over 30 years of experience in corporate America, government contracting, and providing consulting services for small businesses and the military. She has chaired an organization focusing on mentoring to bridge the gaps between success and failure for youth, young adults entering the workforce, and professionals seeking to move within an organization and obtain additional responsibilities. Dr. Winlock believes that mentoring is the key to success if understood and applied properly as a tool for personal and professional growth.

SYNOPSIS: The course will define mentoring, the responsibilities of the mentor and the mentee, the value of mentoring on individual and corporate success, and effective methods for both the giver and receiver of mentoring.

Course length: 90 minutes per session

III. Using Social Media presented by Captain Candace Adams of DINFOS faculty. Professional instructors from their field of expertise are selectively nominated by their Service branches to the Office of the Secretary of Defense.

SYNOPSIS: PENDING _____

_____.

Course length: 90 minutes per session

IV. Communicate with Confidence and Clarity presented by Anthony Tormey of Leadership Development Institute. Anthony is a motivational speaker, trainer, and consultant. He has conducted seminars and given motivational speeches nationally and internationally on subjects of Leadership, Management, Strategic Planning, Continuous Improvement Processes, Project Management, Experimental Teambuilding, and Effective Communication.

SYNOPSIS: You've proven your competence and your value. So why aren't you getting your point across? Look around you. The true leaders in your organization are the people who share a particular skill: the ability to communicate effectively. Regardless of upbringing, education, and talent – extraordinary leaders share the same quality: superior communication skills. Through observation, trial and error, or schooling from mentors, extraordinary leaders have mastered the art of “connecting” with people in ways that almost always yield positive results. This Success Series Session focuses on analyzing barriers that inhibit the communication process. It also identifies skills in speaking clearly, directly, and strategizing solutions to communication challenges. If you're committed to enhancing this skill, then this workshop is designed for you!

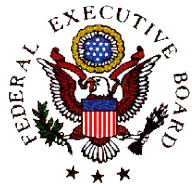
Course length: 90 minutes per session

V. Growing and Empowering Future Leaders presented by Dr. Amicitia Maloon-Gibson. Dr. Maloon-Gibson is President and CEO of the ATIC & MG Center for Excellence & MGAA. She conducts workshops and seminars presented throughout the United States and abroad. Dr. Maloon-Gibson has been a senior executive in the federal government and a professional Diversity & Inclusion Leader with special emphasis in Civil Rights and Women Issues.

SYNOPSIS: During times that would challenge even the most resilient and experienced managers, it has never been more important to have an arsenal of life skills, techniques, and best practices for empowering and growing future leaders. This workshop will empower future leaders on how to use mentoring as a strategic tool to enhance the effectiveness of individuals and teams. It will give you a variety of tools, techniques, and optimal practices—from analyzing the cause of mediocre performance, to creating an environment for effective empowerment, coaching, and learning strategies—from giving self-analysis to corrective empowerment, to handling difficult responses for growing leaders.

You will gain useful skill sets during this workshop to make you more aware of personal habits, styles, and preferences when you are mentoring others, through assessments, role plays, and exercises.

Course length: 90 minutes per session



REGISTRATION FORM
2010 Baltimore Federal Women's Training Program
 •Wednesday, March 24, 2010•
 Martin's West – Baltimore, Maryland



Online registrations only • No training forms accepted
Payment link at bottom of page

We Strongly Encourage You to Wear Business Attire

REGISTRATION INFORMATION (Please type or print clearly)			
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	First Name	Middle Initial	Last Name
Federal Agency/Organization:			
Work Address			Mail Stop:
City:		State:	Zip:
Daytime Phone:	Fax:	Email:	
Emergency Contact Information (required)			
Contact Name:		Relationship:	Phone:
Special Accommodations (Please select if required)		Menu Selection (Please select one entree)	
<input type="checkbox"/> Physical <input type="checkbox"/> Interpreter <input type="checkbox"/> Large Printed Material <input type="checkbox"/> Braille <input type="checkbox"/> Other: (please specify) _____		<input type="checkbox"/> Chef's Choice (chicken & fish) <input type="checkbox"/> Kosher <input type="checkbox"/> Vegetarian	
Workshop Sessions (Indicate choices for morning and afternoon sessions). Please register early. Space is limited.			
AM Concurrent Workshop <input type="checkbox"/> When Passion and Vision Collide <input type="checkbox"/> Communication with Confidence and Clarity <input type="checkbox"/> The Impact of Mentorship <input type="checkbox"/> Growing and Empowering Future Leaders <input type="checkbox"/> Social Networking for Professionals		PM Concurrent Workshop <input type="checkbox"/> When Passion and Vision Collide <input type="checkbox"/> Communication with Confidence and Clarity <input type="checkbox"/> The Impact of Mentorship <input type="checkbox"/> Growing and Empowering Future Leaders <input type="checkbox"/> Social Networking for Professionals	
TRAINING PROGRAM REGISTRATION FEE: \$100.00 per participant. Total Amount \$: _____ Registration includes program package, continental breakfast, two concurrent training sessions, plated lunch, plenary session, refreshment breaks, and access to vendors. Confirmation of your registration and payment will be emailed to your Federal agency. Ensure that your badge reflects the workshop that you are registered to attend.			
PAYMENT VIA CREDIT CARD ONLY Credit card payment is made to: www.leading-edge.us/FEBWomensProgram.htm .			
CANCELLATION POLICY: Registration fee is non-refundable after March 10, 2010 . Transfers are accepted for substitutions. Forfeited fees cannot be applied to future training programs.			
<input type="checkbox"/> I am interested in the Federal Women's Advisory Council.			

**AGENCY RESERVATION AND CONSOLIDATED
GROUP TICKET REQUEST FORM
BALTIMORE FEDERAL WOMEN'S TRAINING & AWARDS PROGRAM
MARCH 24, 2010**

DEADLINE: March 10, 2010

INSTRUCTIONS: Please type and complete the following information below and attach an alphabetical list of participants. The total number of participants should equal the total number of tickets. Please keep a copy of this form and a list of participants including all completed registration forms for your Agency records.

Name of Agency or Installation: _____

Name of Agency FWP Coordinator: _____

Phone Number of Coordinator: _____

Address of Agency Coordinator: _____

Online Registration Receipts: \$ _____

Number of Tickets Required: _____

Total Amount Enclosed: \$ _____

SEND OR DELIVER RESERVATION FORM AND PAYMENT RECEIPTS TO:

**Baltimore Federal Executive Board
Attn: FW Conference
Fallon Federal Building
Suite 820A
31 Hopkins Plaza
Baltimore, MD 21201**

NO SHOW AND CANCELLATION POLICY: The Baltimore Federal Executive Board is not a funded agency. It is necessary that activities which require funds be self-supporting for the program. Refunds and cancellations will be permitted until the **deadline date of March 10, 2010**. Refunds cannot be made after this date. Individuals or agencies that have made reservations but have not paid and are not present will be billed. The Baltimore Federal Executive Board authorizes and encourages the transfer of paid registrations as substitutions.

CREDIT CARD PAYMENT: Online only to: www.leadingedge.us/FEBWomensProgram.htm.

NOTE: This is a consolidated ticket reservation and request form. Due to the large number of participants each year, ticket requirements must be consolidated at the agency level. Requests for a ticket from an individual employee in a small agency are of course accepted.