



Cost:
\$180/members
\$200/nonmembers

REGISTRATION OPTIONS:

Online: www.rmfew.org/2009rtp

By FAX: Fax enrollment form with payment to: 720.963.3618

By Mail: Mail enrollment form with payment to: FEW 2009 RTP/Deborah McGinnis PO BOX 46667 Denver, CO 80201-6667

REGISTRANT INFORMATION:

Name: _____

Employer: _____

Address: _____

FEW Member: YES () NO ()

Chapter: _____

Daytime Phone: _____

E-Mail: _____

REGISTRATION DEADLINE: April 10, 2009.

On-site registration, with an additional \$10.00 administrative fee, accepted if space available.

Checks: Make checks payable to **Federally Employed Women**. Amount Paid: \$ _____ Check # _____

Credit Cards: VISA & MasterCard Accepted. Charge to:

VISA () MASTERCARD ()

Cardnumber: _____

Expiration Date: _____

3-Digit Security Code (back of card): _____
Signature (below): _____

Name on Card: _____

PARKING: Free at Quality Inn, also free shuttle to and from SLC Airport if needed.

CANCELLATION POLICY: Cancellations received in writing **before** April 3, 2009, will be subject to a \$25 cancellation. **NO REFUNDS AFTER APRIL 3.**

Questions???
Contact: Cheryl Howley 720-963-3485

Schedule of Events:
1. **Registration: 7:00 am to 7:30 am**
2. **Morning Sessions: 7:30 am to 11:30 am**
3. **Lunch: 11:30 am to 1:00 pm (one lunch will be an awards ceremony)**
4. **Afternoon Sessions: 1:00 pm to 5:00 pm**

**Believe and Achieve
Rocky Mountain FEW**

**Regional Training
Program
April 16 & 17
2009**

**Federally Employed Women
Salt Lake City
Quality Inn-Airport**



Sessions & Speakers

Keynote Speaker for Lunch-Denise Elbert Believe and Achieve!

Denise Elbert was born in Brooklyn N.Y. She is retired from the United States Air Force, serving as an avionics maintenance technician and curriculum developer for aircraft maintainers. She holds a Bachelor of Science in Social Psychology from Park University and a Masters of Art in Human Resource Management from Webster University. Denise was hired at Hill Air Force base as a training instructor/courseware developer. She is currently a human resource specialist with the department of personnel, Ogden Air Logistic Center and is the Federal Women's Program Manager at Hill Air Force Base. She recently received the 2009 Air Force Distinguished Equal Employment Opportunity Award for the Federal Women's Program category. Denise was the 2009 Rosa Parks Award recipient from the Salt Lake Branch of the



NAACP. Denise is a member of the Wasatch Chapter of the Federally Employed

Women and a member of the national taskforce on the Federal Women's Programs. She is also on the pastoral team of New Pilgrim Baptist Church, a multicultural fellowship in Taylorsville, Utah and a certified critical incident stress management provider. Denise has two young adult children. Her hobbies include meeting people, traveling, reading and collecting books.

Speaker #1

Women's Financial Planning/Retirement- Dr. Jean Lown

Financial Planning for Women is an educational workshop designed to help women take control of their financial future. "*The Power of Compound interest is not retroactive! Start today to secure your financial future!*"

Dr. Jean Lown is a professor in the Family, Consumer, and Human Development Department at Utah State University. She teaches personal financial management, investing and retirement planning. As part of the service component of her faculty role, she teaches a monthly workshop: *Financial Planning for Women*. Her research focuses on bankruptcy in Utah and how to motivate women to take more responsibility for their own financial security in later life.

Speaker #2

Fulfilling Your Leadership Potential: Federal Opportunities – Bruce H. Kirschner

Dr. Kirschner works for the U.S. Office of Personnel Management and offers a range of opportunities for federal employees to develop their personal and professional leadership competencies and abilities. This session will introduce the new Utah Leadership Development Program and other government opportunities for you to fulfill your destiny as a leader. Participants will be able to measure their own leadership potential by completing the OPM Leadership 360 (tm) self-rating form, which assesses the 5 Executive Core Qualifications, the Fundamental Competencies, and the 28 leadership competencies necessary for successful performance as a Federal manager.

Speaker #3

The Successful Interview-Arlena Fitch-Gordon

Participants will learn ways to enhance their interview skills for that next interview. Presentation will include interactive dialogue, group discussion, practical exercises and keys to "sell yourself." Objectives are to discuss the aspects of a successful interview, identify your fears of interviewing and determining if this is the job that you really want. Presenter: FEW's Vice President for Training



Sessions & Speakers-II

Speaker #4

FEW's Legislative Program -Cecelia Davis

The legislative program seeks to both pro-actively and defensively monitor urgent legislative proposals in order to assess the effect on federally employed women and establish close communication with Members of Congress and the Administration to promote the needs and concerns of women in the federal service. Presenter: FEW's Vice President of Congressional Relations

Speaker #5

Caring about the well-being of others-Growing Organizational Citizenship-Michael Gagnon

Caring about the well-being of others includes three important steps: Getting to know your people and what motivates them (time), providing resources, support, and referrals (information is power), and stepping out of your comfort zone (doing what is right, not what is comfortable).

Master Sergeant (Retired) Michael Gagnon is the 309th Maintenance Wing-Wingman Advocate (WA) for the 309th Aircraft Maintenance Group. His mis-

sion is to connect with people by providing support and resources to enhance their emotional, physical, spiritual & social well-being.

Speaker #6

Retirement Today!-Barney G. Tanner, MBA

For individuals who are recently retired or retiring soon. Join us for a fun informational workshop that will help you prepare for retirement and help you turn your savings into retirement income. We'll discuss: financial concerns facing retirees today; strategies to help you manage your retirement income; and ways to allocate your investments to help reduce risk and maximize return.

Now with New York Life Insurance Company for his third year, Barney has enjoyed the reputation of working with the oldest and arguably most reliable mutual insurance company in the nation. He is committed to providing individuals, families and businesses with life insurance and financial products that meet their needs. Barney keeps up with current insurance and financial product trends and offers outstanding service.

Speaker #7

A Discussion of Attitude: Do you have one?-Michael Jackson

An informal and honest discussion of what we've all been told: You must have a positive attitude. Is that true? What does it mean to your career and to your family and friends? What if your attitude is bad....whose responsibility is that? What can you do to change it? Which came first - the attitude or the behav-

ior? We'll talk about understanding yourself and others; expectations; allies; what to do if you mess up; working in teams; and how to mind your own business when it's so tempting not to. And as if that is not enough, we'll finish up with thoughts on leadership.

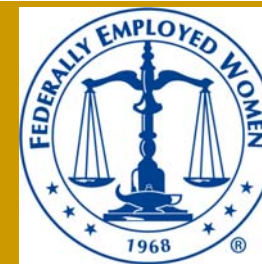
Michael S. Jackson, retired, was the Deputy Director, 416 SCMS, 748 SCMG GLSC, Ogden Air Logistics Center, Hill Air Force Base, Utah. He is responsible for the formulation, management, and execution of an annual budget that exceeds \$360 M. Mr. Jackson began his Air Force career in 1972.

Speaker #8

Diversity and Compliance-Arlena Fitch-Gordon

Arlena is back again to explain to us just what is diversity? Does the Federal workforce look anything like the current U.S. demographics? What is compliance and why should we care? FEW tracks the progress of women (and other minorities) within all departments of the government. The best place to work...would you believe at NASA?

(Please note, speakers are not listed in any particular order).



Hotel Information

Quality Inn Airport Salt Lake City

1659 West North Temple
Salt Lake City, Utah 84116
Phone 801-533-9000
Fax 801-364-0614
1-800-4-CHOICE
Sales 801-533-9000
Sales Fax 801-355-3047
www.qualityinnslc.com

Arrival Information

Check-in is 3:00 PM and check-out is
11:00 AM

FEW's rate is \$68/day, specify FEW
when making the reservations

Parking

Complimentary Parking
Truck Parking
Bus Parking

Hotel Details

2 Floors, 191 Guest Rooms
3 Meeting Rooms with 3,000 sq. ft.

Breakfast

Complimentary Hot Breakfast Daily
with a Variety of Breakfast Favorites:
Scrambled Eggs, Sausage, Biscuits
and Gravy Hash Browns, Toast,
Muffins, Juices, Pancakes,
Pastries, with Assorted Cereals,
Milk, Coffee and Tea.

Guest Room Details

Room Amenities

Guest Rooms with King Beds
Guest Rooms with Double Queen
Beds
Hair Dryer
Coffee Maker
Individual Climate Control
Iron and Ironing Board
Voicemail

Bathroom Amenities

Hair Dryer
Shampoo/Conditioner

Business Amenities

Business Center Area in Lobby
Complimentary Local Phone Calls
Complimentary USA Today
Complimentary Internet Access

Government

FEMA Approved, Federal Per Diem



Services

Complimentary Airport Shuttle
USA Today: Monday - Friday
Complimentary Hot Breakfast
Complimentary Internet Access
Guest Coin Laundry
Multi-Lingual Staff
Valet Service

Recreation

Outdoor Heated Pool (Seasonal)
Hot Tub
Exercise Room

Fast Food & Restaurants Nearby

Denny's Restaurant
Diamond Lil's Restaurant
Encore Restaurant
Apollo Burgers
Panda Restaurant
Arby's
Carl's Jr.
Burger King
Taco Bell
Subway
KFC

Salt Lake City

International Airport

Distance from the Hotel: 3 miles
Drive Time: 7 minutes
Use our Complimentary 24 Hour
Airport Shuttle!!
Typical Rental Car: \$40.00/Day
Typical Taxi to Hotel: \$19.00

Pet Friendly Hotel

Pets up to 35 lbs are Welcome
\$25 Non Refundable Cleaning Fee

Maximizing the Return on your Agency's investment

Attendance at any training program or conference is a significant expense and more and more organizations are limiting the number of folks they will send to any single event. If you want your office to continue approving your attendance year after year, consider the following recommendations to get the most bang for your employers' buck — and the greatest return on your professional development.

Put advance thought into the sessions that you will attend. Make sure that the sessions you elect will benefit both your employer and your own professional development.

Show up for sessions five minutes early. Get a seat so that you will be engaged and sit next to someone that you haven't met before. Meeting new contacts and networking with folks with similar interests is one of the key benefits of attending a conference. Be sure to add to the interactivity of the session by posing questions or sharing experiences that help others.

Help get the maximum return on the time and money your Agency invests in sending you to training conferences.

Divide and conquer. If other employees from your organization are attending, make sure to split up and attend different sessions and expand your ability to network. Sit next to a stranger in a workshop or at lunch. Try to make it a personal goal to evenly split your time between making the acquaintance of those you haven't met before and reconnecting with those you have.



Stay in touch with your office. Periodically check your voice and e-mail messages, especially if you have fires burning that need to be tended to by others. Keep conversations with the office focused on the educational and networking value of the conference — not on any lavish parties, great entertainment, or the host city's attractions.

Complete a trip report within a week of returning. By documenting the value that both you and your employer will receive because of your attendance, you will help communicate the ROI. Make recommendations to share appropriate session content, handouts, or other information picked up during the trade show that will benefit your co-workers.

Build your network. Send follow-up notes and contact information to people you met with whom you would like to keep in touch. Expanding your sphere of contacts puts you in a better position to improve your performance and increase your value to your employer.

Follow through. Make your involvement in the organization that held the training conference more than a one-time event. Take an active role at the chapter level, to continue your professional development and networking throughout the year. This will also help you gain approval for attending national events.

Finally, take your own advice. Use these suggestions to maximize your own or a member of your staff's professional development when attending professional conferences.

