

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
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EMS TRANSMISSION  
Information Bulletin No. HR-98-088

To: BC, HR, NI, and RS Directors, SNPIT Lead, and WO BIA Field BIA Liaison Officer

From: Director, National Human Resources Management Center

Subject: Executive Forum Nominations

DD: 8/14/98

The Executive Forum has announced the 1998-1999 Denver Management Forum Series. These six three-and-a-half hour presentations are designed to keep managers, supervisors, and leaders abreast of the latest developments in management.

Attached is a copy of the brochure which provides a description and the dates of each of the sessions. Sessions will be held at the Inverness Hotel and Golf Club, in Englewood, Colorado. Cost for the training will either be \$140 or \$175 per session depending upon the number of participants.

In nominating managers and/or supervisors for the training, you are encouraged to consider the training needs of the employee. In other words, the training for which employees are nominated should either improve or enhance performance.

Each speaker will conduct identical morning (8 - 11:30 a.m.) and afternoon (1 - 4:30 p.m.) sessions. Preferences for session time should be noted on the enclosed registration form.

This year, Executive Forum will offer a Leadership Renewal Day. This program includes sessions on whole-brain thinking and increasing energy in your personal and business life. Tuition for this day is \$275 per person.

Please submit nominations for each session on the attached nomination form to the National Human Resources Management Center (NHRMC), HR-220 by **August 14, 1998**. NHRMC will make reservations and notify the organization of accepted students. An SF-182 will be completed at that time. In addition, please determine who your alternate employee will be in the event the employee nominated is unable to attend the training. Once reservations are made, they

cannot be canceled.

A short video preview of the upcoming series is available from HR-220. Any questions regarding the Executive Forum should be directed to William Moody, Training Officer, at 236-6699.

Signed  
Linda D. Sedbrook  
Director

Authenticated  
Darlene Robitaille  
Secretary

2 Attachments (Sent under separate cover)

1 - Brochure (6 pp)

2 - Executive Forum Series Nomination Form (1 p)

Distribution

RS-150A, BLM Library

NI-101, Reading File

HR-220

HR-200