

United States Department Of The Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P. O. Box 25047
Denver, Colorado 80225-0047

In Reply Refer To:
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June 15, 1999

Information Bulletin No. HR-99-099

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

From: Director, National Human Resources Management Center

Subject: Executive Forum Nominations DD: 07/25/99

The Executive Forum has announced the 13th Annual Executive Forum Training Series for 1999 - 2000. These six, three-and-a-half hour presentations are designed to keep managers, supervisors, and leaders abreast of the latest developments in management issues. In addition to the six courses, the Executive Forum announced a Leadership Renewal Day program scheduled for January 13, 2000.

Attached is a copy of the Executive Forum Series enrollment form and a brochure which provides administrative information as well as course descriptions, costs, and the dates and times of each session. All sessions will be held at the Inverness Hotel and Conference Center, in the Denver Technical Center, located at 200 Inverness Drive West, Englewood, Colorado.

In an effort to foster team participation, the Executive Forum is offering a \$20.00 discount on all registrations received by July 31, 1999. Please refer to the brochure for specific tuition costs.

Nominations for the various training opportunities should be based upon the nominee's availability, training needs, and the likelihood that their attendance would improve and/or enhance job performance.

Please submit all nominations for each session to the appropriate Center Training Coordinator, using the attached registration form by COB **Friday, July 25, 1999**. Training coordinators are as follows: RS - Rheda Dodd (6-6454), HR - Darlene Robitaille (6-6503), BC - Lynda Pierce (6-8857), NI - Phyllis Beierle (6-6640), and NPIT through the Director or his delegated Training Coordinator. Training Coordinators should then send all

nominations for their Center to the National Human Resources Management Center (NHRMC), HR-220, by July 27, 1999. NHRMC will make reservations, and notify the appropriate Training Coordinator of confirmed attendees from their Center. In the event that the number of nominees is greater than the spaces available, or the nominee is later unable to attend their scheduled course, Training Coordinators should keep a list of the employees who were not able to attend to be used as an Alternates List. This list is very important because once the reservations are made, the BLM will incur the course costs whether a participant attends or not.

Please direct all questions concerning nomination procedures to NHRMC, Jerry Jones at 236-6690.

//Signed//
Linda D. Sedbrook
Director, National Human Resources
Management Center

2 Attachments

- 1 - Brochure (6 pp)
- 2 - Executive Forum Series Nomination Form (1 p)

