

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Building 50  
P.O. Box 25047  
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EMS TRANSMISSION

Information Bulletin No. HR-2000-045

To: All BC, HR, NI, RS, and NPIT Employees

From: Director, National Human Resources Management Center

Subject: Regional Training Program

DD: 02/09/2000

The Rocky Mountain Region of Federally Employed Women (FEW), has announced its annual Regional Training Program. The program will be held at the Mile Hi Church Community Center, 9079 W. Alameda Ave. (Alameda at Garrison), Lakewood, CO February 24-25, 2000.

Attached you will find a list of topics and a registration form. If you would like to attend, complete the registration form and a SF-182, then send both forms to Aleecia Leyba at HR-220. You can also register electronically at <http://www.highplainsfew.org/rtp2000/registration.html>. If you choose to register electronically, a SF-182 will still need to be submitted. The registration fee includes a continental breakfast and lunch. Everyone is welcome to attend. (Men and non-FEW members.) We will need to receive all registration forms no later than February 9, 2000.

If you need any additional information, please contact Aleecia Leyba at 303-236-8267 or access the above referenced web-site..

Signed by:  
Linda D. Sedbrook  
Director

Authenticated by:  
Darlene Robitaille  
Secretary

2 Attachments

- 1 - Schedule of Events (4pp)
- 2 - Registration Form (1 p)

Distribution

HR-200

RS-150, Library

NI-110, Reading File

Regional Training Program 2000  
Schedule of Events

Giving you **MORE** in 2000: **M**otivation, **O**rganization, **R**evitalization, **E**ducation

|               | <b>February 24<sup>th</sup></b>  | <b>February 25<sup>th</sup></b>  |
|---------------|--|--|
| 8:00 - 8:45   | Registration & Continental Breakfast   | Registration & Continental Breakfast   |
| 9:00 - 10:00  | Opening Plenary<br><i>Jeanette Miller,</i><br><i>National President, FEW</i>   | Opening Plenary<br><i>Patricia Barela Rivera</i><br><i>District Director, U.S. Small Business</i><br><i>Administration, State of Colorado</i>  |
| 10:15 - 12:00 | Choose One Workshop:<br><br><b>A:</b> Social Security for the Federal Employee - <i>Dick Walsh</i><br><b>B:</b> Allies in Diversity -<br><i>Juanita Cox-Burton and Keith</i><br><i>Langeneckert</i><br><b>C:</b> How Come He has a Dollar and I Only Have \$.75?<br><i>-Marzy Bedrord-Billinghurst</i><br><b>D:</b> What if Prince Charming is a Bum: Financial Planning - <i>Kathy Buys</i> | Choose One Workshop:<br><br><b>A:</b> Social Security for the Federal Employee - <i>Dick Walsh</i><br><b>B:</b> Interest-Based Problem Solving<br><i>-Jim Mahan</i><br><b>C:</b> From Dinosaur Tracks to Management Tracking<br><i>-Neffra Matthews</i><br><b>D:</b> Caught in the Middle: Eldercare Issues <i>-Joni Seivert</i> |
| 12:00 - 1:30  | Lunch with speaker<br><i>-Tina Rowe, U.S. Marshal</i>  | Lunch with <i>Sister Daniell Minion,</i><br>Gospel Singer  |
| 1:45 - 4:00   | Choose One Workshop:<br><br><b>A:</b> Legislative Issues in an Election Year - <i>Linda Meric</i><br><b>B:</b> Growing Leaders in Your Organization<br><i>- Nancy Maestas Haberkorn</i><br><b>C:</b> Microsoft Office Tips and Tricks<br><i>- Dawn Bjork</i><br><b>D:</b> Communications for the New Millenium - <i>Jeannie Davis</i>  | Pulling It All Together When You're Feeling Unraveled<br><i>- Dynamite, dynamic closing remarks by Dorothy Nelms, Immediate Past National President, FEW</i>   |

**Dick Walsh****Presentation: Social Security for the Federal Employee**

Social Security benefits can and do fit into federal retirement. Dick Walsh has developed an effective approach to this misunderstood and confusing subject. Social Security forms a significant portion of the benefit realized by employees under the newer Federal Employees Retirement System (FERS). Employees under the older Civil Service Retirement System (CSRS) are covered or easily can become covered by Social Security. You will leave this session with a better understanding of how Social Security benefits fit into planning your retirement.

**Juanita Cox-Burton and Keith Langenkert****Presentation: Allies in Diversity**

Labels dictate how others interact with us, which influences how we respond to others. Those interactions determine our productivity within a team or organization. This fun and interactive workshop exposes many labels we have, many which we are not aware of, and how they can involuntarily result in counter-productive interactions and responses. We will explore what can be done to minimize adverse impacts of labels in order to maximize productivity and the role of allies. Caution: This workshop may be too distracting to be useful to those obsessed with "political correctness."

**Marzy Bedford-Billinghurst****Presentation: How Come He Has a Dollar and I Only Have 75 cents?**

When President John F. Kennedy signed the Equal Pay Act 35 years ago, women earned 59 cents, on average, for every dollar earned by men. Back then, job advertisements listed separate openings — with separate pay scales — for women and men doing the exact same jobs. We have made some progress over the past 35 years, but we are still a long way from receiving the pay we deserve. On average, women who work full-time earn only about 75 cents for every dollar that a man earns. The gap is even larger for African American women, who earn about 65 cents, and Hispanic women, who earn just 55 cents, for each dollar that white men earn. Lower pay during a women's working years translates into lower pension at retirement.

**Kathy Buys****Presentation: What if Prince Charming is a Bum: Financial Planning**

"Two things keep women from taking control of their financial lives: emotional barriers and lack of knowledge," says Kathy Buys, author of two books on investing for women. This session will help conquer both of these obstacles. Well known for her use of humor and her ability to make complex issues clearly understood, Kathy takes you from intimidation to empowerment in dealing with money. She will discuss women's unique perspectives on money and how they affect our investment styles. We'll look at myths that women still hold dear and learn how to move forward and take control of our financial futures.

Attachment 1-2

**Linda Meric****Presentation: Legislation Issues in an Election Year: Knowing, Enforcing and Expanding Your**

## **Rights**

A working woman's guide to understanding and enforcing workplace rights and pending legislation to expand those rights. Find out how you can have a voice on legislative issues affecting women, such as family medical leave, equal pay, discrimination, health care and child care.

### **Nancy Maestas-Haberkorn**

#### **Presentation: Growing Leaders in Your Organization**

Everyone is a leader or potential leader. The more we develop leadership in an organization, the more effective we can be in achieving our desired goals. The purpose of the workshop is to help participants identify leadership potential in others (or yourself) and to support their growth as leaders by providing a fertile environment. With the right attention and care, leaders can grow to their fullest capacity, achieve more autonomy (and happiness), and produce greater results for their organization.

### **Dawn Bjork**

#### **Presentation: Microsoft Office 2000 Tips and Tricks**

Covering: The Office Assistant, Customizing the Toolbar, Word Tips, Access Tips, Excel Tips, PowerPoint Tips, and Exploring the Environment.

### **Jeannie Davis**

#### **Presentation: Communication Skills for the New Millennium**

Building rapport and communicating with your customers is more than just being friendly, courteous and kind. Most of us draw mental portraits of our customers on the telephone, often establishing long-term working relationships without ever meeting face-to-face. When we finally do meet, we're usually surprised their image doesn't match the portrait we painted of them. It seems we're quick to visualize the person on the other end of the telephone, never realizing they're visualizing us as well. To effectively communicate with others, you must identify your preferred style of communicating. You must also understand the listening language of the other person and match your communication output (what you say) to the way they prefer to communicate. This session will help you understand communication styles and how to use the word PICTURE to create a positive self-portrait everyone will remember with pleasure.

### **Jim Mahan**

#### **Presentation: Interest-Based Problem Solving**

The Federal Mediation and Conciliation Service is primarily involved in helping resolve labor disputes. Their role has expanded over the years to include using conflict resolution techniques in other issues of employer-employee conflict, including EEO. This session will be an introduction to the basics of approaching situations from the viewpoint of all parties involved; that is, the parties who have an interest in the outcome.

Attachment 1-3

### **Neffra Matthews**

#### **Presentation: From Dinosaur Tracks to Management Tracking**

At no time in our past has the average person had access to the variety and quantity of data as we do today. In order to utilize this data to its fullest it must be collected, organized, analyzed, and displayed. An innovative way to handle data is to link it to a spatial component for use in Geographic Information Systems (GIS) computer software. The spatial component is a description of where something is in our world; it could be the latitude and longitude coordinates of a dinosaur track, the location of a cubicle in a floor plan, or an address on a city map. This course will introduce you to GIS by showing how it is being used at the Red Gulch Dinosaur Tracksite in northern Wyoming. We will then investigate its uses to manage resources both in the field and in an office environment.

**Joni Seivert**

**Presentation: Caught in the Middle: Eldercare Issues**

If you, or someone you love, is struggling with the choices and issues surrounding aging spouses or family members — or if you want all the information you can get to prepare to deal with your own aging — this session will provide the resources you need. Learn how to be your own care manager, or that of your loved one. Get the answers you need and a chance to ask questions. Among the topics addressed will be: living independently as we age, legal and financial information, how to work together as a family, dealing with the emotions of changing family dynamics, components of a care plan, care management, caring for the caregiver, service and housing options.

**Dorothy Nelms**

**Presentation: Pulling It All Together When You're Feeling Unraveled**

"Worth staying for!" "What a treasure!" "Not to be missed!" Dynamite, dynamic closing remarks by Dorothy Nelms, Immediate Past National President of FEW. She will have you laughing and crying - and learning. Following Dorothy's close-out address, we will have individual breakout sessions. You should have learned a lot in these two days. So much new information and ideas - but no time to plan how to use them? Now's the time. Facilitators will be available to help you develop your plan to put your new skills to work. Bring your biggest workplace challenge, career goal, or innovative idea. We will help you strategize to achieve your workplace dreams. If you have a pressing unmet need - let us know at this workshop - we'll work with you and follow through!

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Attachment 1-4

**REGISTRATION FORM**

Regional Training Program – Federally Employed Women, Inc. – February 24 – 25, 2000  
Mail to FEW, P.O. Box 150775, Lakewood, CO 80215-0775, Attn: RTP Committee

Name \_\_\_\_\_ Employer \_\_\_\_\_

Address \_\_\_\_\_ If FEW member, membership # \_\_\_\_\_

\_\_\_\_\_ Chapter \_\_\_\_\_

Work phone \_\_\_\_\_ FAX # \_\_\_\_\_

Home phone \_\_\_\_\_ e-mail \_\_\_\_\_

Title \_\_\_\_\_ Date: \_\_\_\_\_

Indicate your 1<sup>st</sup> choices of workshops by letter code (codes are on the Schedule):

| Thursday, February 24  | Friday, February 25  |
|--|--|
| morning: 1 <sup>st</sup> choice _____ 2 <sup>nd</sup> choice _____   | morning: 1 <sup>st</sup> choice _____ 2 <sup>nd</sup> choice _____ |
| afternoon: 1 <sup>st</sup> choice _____ 2 <sup>nd</sup> choice _____ | afternoon: dynamic closeout for everyone                           |

| 2-DAY REGISTRATION*  | THURS FEB 24 ONLY*   | FRIDAY FEB 25 ONLY*  |
|--|--|--|
| <ul style="list-style-type: none"> <li>• Non-FEW member<br/>\$150 if recd Jan 11-Feb 15</li> <li>• FEW member<br/>\$120 if recd Jan 11-Feb 15</li> </ul> | <ul style="list-style-type: none"> <li>• Non-FEW member<br/>\$90 if recd Jan 11-Feb 15</li> <li>• FEW member<br/>\$75 if recd Jan 11-Feb 15</li> </ul> | <ul style="list-style-type: none"> <li>• Non-FEW member<br/>\$90 if recd Jan 11-Feb 15</li> <li>• FEW member<br/>\$ if recd Jan 11-Feb 15</li> </ul> |

**\*Registration fee includes continental breakfast and lunch each day.**

Please indicate vegetarian or other special dietary need: \_\_\_\_\_

Please indicate any other special needs: \_\_\_\_\_

Check, VISA, MasterCard and U.S. government training forms accepted. Make checks payable to Federally Employed Women. **Cancellation Policy:** Cancellations **received** between Jan 10 and Feb 15, 2000 will be subject to \$25 fee. **NO REFUNDS AFTER FEBRUARY 15, 2000.**

Amount paid: \$ \_\_\_\_\_  Check  Credit Card  Training form (SF182)

\*\*Credit card account # \_\_\_\_\_ Expiration date \_\_\_\_\_

Name on credit card \_\_\_\_\_ Signature \_\_\_\_\_

\*\*Credit cards will be processed by Rushford & Associates, and a 5% processing fee will be added.