

FEW and AMA Leadership Development Certificate

Recognizing the need to support educational opportunities, Federally Employed Women (FEW) along with American Management Association (AMA) Government Solutions will offer one leadership development certificate to an individual who best exemplifies leadership qualities and a commitment to FEW.

FEW and AMA are dedicated to helping our members acquire the knowledge and skills that will help them grow and prosper in the current work environment. To that end, FEW and AMA have entered into agreement designed to increase and broaden the scope of services and enable more members to benefit from all available resources. The Leadership Development Certificate provides an opportunity for a deserving individual to participate in the AMA program. All members who meet the requirements are encouraged to submit an application.

The recipient must be an elected officer at the chapter, regional or national level that actively supports or participates in FEW activities, currently employed at a government/state or local level and submit a completed application. In addition, the recipient must be willing to complete three qualifying seminars within 24 months of the award of the AMA Certificate.

The course(s) selected should be at the nearest location to your residence if available. The recipient will receive: tuition provided by AMA for 3 seminars, round-trip airfare from the nearest major city at the coach rate; and hotel accommodations for four nights provided by FEW. (The four-night hotel accommodations are funded specifically for this purpose.)

When a personal vehicle is used as a matter of preference instead of common carrier transportation, the mileage payment shall not exceed the constructive cost of the lowest available airfare. Reimbursement for authorized travel by private automobile will be made at the government mileage rate (but will not exceed equivalent coach airfare). Mileage shall be payable to only one of two or more recipients traveling together on the same trip and in the same vehicle. Reimbursement will be made upon receipt of an itemized Expense Report. Receipts for all expenses must be attached.

FEW will not reimburse any recipient for more than four nights hotel accommodations, early or late check out fees or extended stays. In addition, any additional expenses charged to the room such as movies or internet charges, room service or restaurant cost and other hotel services such as use of the business center or fitness room, telephone calls, rental expense (e.g. microwave or refrigerators), and telephone calls or tips will not be reimbursed.

The committee will submit its recommendations to the National Executive Committee who will make the final selection at the Spring Executive Committee Meeting.

Applicants must meet all eligibility requirements by the postmark deadline of April 7, 2009.

1. An elected officer at the chapter, regional or national level that actively supports or participates in FEW activities.
2. Individual must be currently employed at a government/state or local agency.
3. Completed application submitted along with a 500 word or less essay on "How receiving this Leadership Development Certificate will impact your career"?

4. Signature of your Regional Manager or Chapter President as an endorsement that acknowledges your involvement at the Chapter, Regional or National levels as indicated in the application.

The AMA application form and submission procedures may also be found at the FEW website at www.few.org. Applications must meet ALL of the requirements or they will not be considered and must be postmarked by April 7, 2009.

The AMA application and any attachments must be mailed to the Committee Chair and to each committee member. Submit your application to the following:

Bernice Waller, Committee Chair
5712 Arapahoe Drive
Oxon Hill, MD 20745

Michelle Clark
707 Crooked Creek Drive
Rockville, MD 20850

Vickie Hall
526 Palm Avenue
Merritt Island, FL 32952

Jean Grenville
260 Melbourne Avenue
Merritt Island, FL 32953

Tonjua Toon
R 1 Box 47A
Newberry, IN 47449

Applications must be postmarked by April 7th.

For more information please contact Bernice Waller at (301) 567-3119 or via email b.f.waller@att.net.

American Management Association (AMA) Government Solutions

American Management Association is a world leader in professional development, advancing the skills of individuals to drive organizational success. AMA's approach to improving performance combines experiential learning—"learning through doing"—with opportunities for ongoing professional growth at every step of one's career journey.

AMA is committed to providing you with the necessary skills to deliver high-performance results through targeted seminars, events and courses specifically created to support government departments and agencies. Each seminar is interactive, hands-on and results-oriented, with the opportunity to network. AMA seminars, conferences and briefings are led by senior executives, managers, authors, educators, consultants, even CEOs. They're not only skilled platform speakers, but top business practitioners who have been in the trenches—and who bring their distinctive insights and practical, real-world experience to every learning encounter.

Learning at AMA not only enhances business skills, but also provides prestige and professional recognition. Participants in AMA's various Certificate Programs receive a Certificate of Achievement when they complete three seminars in their chosen curriculum.

Complete three seminars in your selected business or elective area within 24 months and receive the prestigious AMA Certificate, recognized by the business community as a standard of excellence and accomplishment. Master essential skills in any of the key business areas:

- Administrative Excellence
- Business Communication
- Finance
- Human Resources
- Business Management for Technical Professionals
- Leadership
- Management Excellence
- Marketing
- Project Management
- Sales
- Strategic Alliance Management
- Supervisory Excellence

Training seminars are held nationwide including: Boston, New York, Washington, DC, Atlanta, Orlando, Chicago, Dallas, Houston, Las Vegas, Los Angeles, and San Francisco.

For more information on AMA and their Certificate Program visit their website at <http://www.amanet.org/seminars/Certificate.cfm?org=Sem>



Federally Employed Women
And
American Management Association
Leadership Development Certificate Application



Name of Applicant _____

Address _____
(Street Address)

(City) (State) (Zip Code)

Telephone Number _____
(Work) (Home)

Email _____

Employment _____
(Government/State or Local Agency)

Current Position/Title _____

Are you a current member of FEW? Yes _____ No _____

Name of Chapter _____

Name of Region: _____

Have you held a Leadership Position (Elected Officer) at the Chapter, Regional or National Level? Yes _____ No _____

List all Leadership Positions held at least for the past 5 years, (include dates)

_____ (Position)	_____ (Date)
_____ (Position)	_____ (Date)
_____ (Position)	_____ (Date)
_____ (Position)	_____ (Date)
_____ (Position)	_____ (Date)

What are your Short Term Goals? _____

What are your Long Term Goals? _____

Applicant Certification

I certify that the information in this application is true and complete to the best of my knowledge. I understand that any false statement or willful misrepresentation will result in my disqualification from the leadership certificate.

Applicant's Signature _____ Date _____

**(PLEASE CHECK YOUR APPLICATION THOROUGHLY TO
MAKE SURE ALL INFORMATION IS INCLUDED.)**