

Federally Employed Women
PNW Region #10



Regional Training Program
"RTP 2010"

March 25 - 26, 2010
Clarion Hotel
Federal Way, Washington



FEW.ORG



®

**Federally Employed Women
Pacific Northwest Region #10
"RTP 2010"**

March 25 - 26, 2010 in Federal Way, WA

Thank you for reviewing the RTP 2010 Registration Packet!

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The following booklet provides the information YOU need to select your classes for the RTP 2010 Training session.

Please follow the simple Registration steps...

1. **Registration Form** is located on pages 3-4.
2. The 2-day "**RTP 2010 At-a-Glance**" schedule is on pages 5-6.
3. A description of **Workshops & Presenters** is on pages 7-9.
4. Complete **Registration Form** on pages 3-4.
Remember... Select all classes for the 2-day training.
Please list your first and second choice workshops.
5. Submit Registration Form by Fax, E-mail or U.S. Mail.
Refer to information at the top of the Registration Form (pg 3)

NOTE: If paying by Check/Money Order/Cash, you may fax your Registration Form to us -- But we must receive the funds within 5 days, or your registration will be cancelled.

Do you have any questions? Contact one of the RTP 2010 Leaders!

Judy Rush

Work (503) 230-5586

Sharon Nelson

Cel. (253) 389-0768

Cindy Higgins

Work (360) 418-8691





Federally Employed Women 2010 Regional Training Program

Federal Way, Washington
March 25 – 26, 2010



Registration Deadline: March 19, 2010

Register On-site after that date.

Submit Registration Form via Fax, E-mail, or U.S. Mail, as follows:

- > Fax to Judy Rush at (503) 230-4769
- > E-mail to Sharon Nelson at sharonen@comcast.net
- > Mail to Cindy Higgins at 11409 NE 38th Court, Vancouver, WA 98686

Last Name _____ First Name _____ MI _____

Name for RTP Badge _____

Agency/Command _____

Work Address _____

City _____ State _____ Zip _____

Work/Day Phone _____ Fax _____

E-mail Address _____ FEW Membership # _____
Required for reduced Member rates

Check the appropriate rate:

<input type="checkbox"/> Retiree/Student* Registration by 3/9	\$55.00
<input type="checkbox"/> Retiree/Student* Registration starting 3/10	\$75.00
<input type="checkbox"/> FEW Member Registration by 3/9	\$75.00
<input type="checkbox"/> FEW Member Registration starting 3/10	\$95.00
<input type="checkbox"/> Non FEW-Member Registration by 3/9	\$95.00
<input type="checkbox"/> Non-FEW Member Registration starting 3/10	\$115.00

**Student Rate is defined as a student enrolled in a minimum of three (3) college classes. Credit hours may vary. A copy of college enrollment verification is required.*

REMINDER:
Workshop trainers have class-size requirements. Classes are filled on a FIRST COME, FIRST SERVED basis. Register early to ensure your class choice. If a class limit is reached, registration for that workshop is closed; you will receive your second choice.



SCHEDULE OF ACTIVITIES & CONCURRENT WORKSHOPS

~~ Thursday – March 25, 2010 ~~

Day 1 ~ RTP 2010 At-a-Glance		
7:00 – 10:00AM	Registration Desk is Open!	
8:00 – 8:30AM	Opening Session Welcome – Judy Rush, FEW Regional Manager Keynote Speaker – Susan Miller Housekeeping Reminders...	
8:30 -- 11:45AM	CONCURRENT WORKSHOPS: Select 1st and 2nd choices	
Workshop 1A-1 and 1A-2	Workshop 1B	Workshop 1C
1A-1 8:45 – 10:00AM How to <i>S.T.A.Y.</i> in the Positive Zone... No Matter What!" 1A-2 10:30 -- 11:45 "I Finally Got It All Together, But I Forgot Where I Put It!" (Stress Management Skills) <i>Both by Susan Miller</i>	"Diversity -- What does it mean to you?" <i>Cathy Fletcher</i>	"Basic Records Management" <i>Susan Means</i>
12:00 – 1:30PM	Lunch Break (on your own)	
1:30 – 4:30PM	CONCURRENT WORKSHOPS: Select 1st and 2nd choices	
Workshop 2A	Workshop 2B	Workshop 2C
"Powerful Communication Skills Extreme Make-Overs" –or– "How to Deal with Difficult People When Murder is NOT an Option!" <i>Susan Miller</i>	"Be the Leader others want to follow" <i>Becky Fasulo</i>	2C-1 1:30 – 2:45 "Professionalism and Workplace Etiquette" 2C-2 3:00 – 4:30 "Without Warning: A Guide to Rediscovering Life after Sudden Loss" <i>Both by Ruthann Reim McCaffree</i>
5:00 - 7:00PM	Open House Networking Reception & Silent Auction Cascade Room ~ Clarion Hotel, Second Floor	



SCHEDULE OF ACTIVITIES & CONCURRENT WORKSHOPS

~~ Friday – March 26, 2010 ~~

Day 2 ~ RTP 2010 At-a-Glance		
7:00 – 10:00AM	Registration Desk is Open!	
8:30 – 11:30AM	CONCURRENT WORKSHOPS: Select 1st and 2nd choices	
Workshop 3A	Workshop 3B	Workshop 3C
“FEW Officers Training” <i>Becky Fasulo</i>	3B-1 8:30 – 10:00 (1.5 hrs) Networking 101: Building Authentic Networks <i>Joe Lawless</i> 3B-2 10:30 – 11:45 (1.5 hrs) Workplace Bullying <i>Kelly Boodell</i>	Financial Planning Panel with First Command Financial Services <i>Justin D. Brandt</i>
12:00 – 1:30PM	<i>Lunch Break (on your own)</i>	
1:30 – 4:30PM	CONCURRENT WORKSHOPS: Select 1st and 2nd choices	
Workshop 4A	Workshop 4B	
“Sexual Harassment in the Workplace” <i>Cathy Fletcher</i>	“Social Security & You” <i>Michael Webb</i>	

For Workshop Descriptions, see pages 7-9

Make YOUR reservations today!

We look forward to seeing you at RTP 2010!



Workshops & Presenters

Thursday -- March 25, 2010

8:30 -- 11:45AM (unless otherwise noted)

1A-1. 8:45 – 10:00 “How to *S.T.A.Y.* in The Positive Zone...No Matter What!” – Susan Miller

Would you like your day to start out great and then get **better**? Do you ever find it difficult to maintain a positive attitude around the “Rise and Whiners” in your life? The difference between a bad day and a *great* one is your attitude! Negative attitudes, gossip, and stress can lead to low morale, reduced productivity, and burnout in *any* government organization. In this fast-paced, entertaining and educational keynote, Susan reveals how to **stay positive** for less stress and more self-confidence, energy and job satisfaction. Learn:

- How to stay positive when dealing with tough times or tiresome tasks
- How to turn your personal work area into a **Positive Zone** where negative gossip is NOT allowed!
- Your personal, physical, and professional goals to get what you *really* want

1A2. 10:30 -- 11:45 “I Finally Got It All Together, But I Forgot Where I Put It!” -- Susan Miller
(Stress Management Skills)

Do you feel like you're running as fast as you can, but still falling behind? Susan feels your pain! Let the Re-Energizing Expert with two masters' degrees and a "B.A. in Burn-out" get you laughing out loud and give you valuable tips to take control of your stress. You will learn:

- How to leave work at work and enjoy life to its fullest
- How to de-clutter your entire life and gain instant energy
- The three best ways to deal with procrastination

1B. Diversity – What Does It Mean To You? – Cathy Fletcher, FEW National VP for Diversity

This exciting and highly interactive Workshop will give each participant new insights into what happens when an “outsider” or different kind of person joins a work group, and how we can include their Diversity in the overall common goals. Everyone is a resource and can contribute ideas about being more effective even when they are different from their co-workers. Participants should walk away from this training with a new understanding of what can happen every day in their lives when they meet and interact with people who are different; with new ideas for being more positive and effective in their relationship and communication with people who are different, and with a new support system of people who face similar issues.

1C. Basic Records Management -- Susan Means, National Archives and Records Administration

This workshop is a great introduction to the basics of records management for Federal managers and staff. It will include an overview of Federal records management, and provide information on legal authorities and regulations, benefits and objectives, key definitions, roles and responsibilities, records retention and disposition, e-mail and electronic records, Federal Records Center services, and records management assistance and resources available from NARA.



Thursday -- March 25, 2010

1:30 -- 4:30PM (unless otherwise noted)

2A. "Powerful Communication Skills Extreme Make-Overs -or- How to Deal with Difficult People When Murder is NOT an Option!" -- Susan Miller

From "neg-a-holics" to the "overly sensitives," it's difficult yet vital to make every interaction with a difficult person a win-win. This interactive, participatory workshop explores the causes of difficult behavior and presents the best ways to communicate with anyone without them becoming angry, defensive, upset or resentful. The audience becomes the STARS of the show as they present "before and after" skits using their new communication techniques. Attendees will learn:

- How to use the "3 V's" to connect with people both on the job and off
- How to handle back-stabbers, know-it-alls and steamrollers
- How to develop unshakable self-confidence and how *not* to "take it personally"
- The secret to bringing out the best in all types of people

2B. Becoming the Leader that Others Want to Follow -- Becky Fasulo, FEW National VP for Chapter Organizations and Membership

This workshop will focus on being a leader - Leading Yourself, Leading Others, and Leading Organizations. Attendees will learn qualities to help them in the work place, as well as FEW chapters.

2C-1. 1:30 – 2:45PM Success Strategies at Work -- Ruthann Reim McCaffree, personal coach, career advisor and business owner of [Career Management Institute](#)

We live in a competitive time. To thrive in the professional world, information is money in the bank. This presentation, originally delivered to the graduating class of business leaders at the University of Washington/Tacoma, covers four key areas that will help contribute to your success:

1. Look the part, how, and why.
2. Act the part, verbal and non-verbal.
3. Be the part, capable, congenial and consistent.
4. Think the part, make inner focus your best view, embrace change, be positive.

If feels great to be successful. Let's make it happen for you!

2C-2. 3:00 – 4:30PM Without Warning: A Guide to Rediscovering Life after Sudden Loss -- Ruthann Reim McCaffree, personal coach, career advisor and business owner of [Career Management Institute](#)

Ruthann will share her story of sudden love, loss, and rediscovery of life's meaning. In this presentation, she will guide you through part of her experience, leaving you with both information and hope. She will share the 10 steps she used to deal with a sudden loss of her husband and excerpts the first three chapters of her soon-to-be-published book which will include practical tips and guided questions on the following:

1. Let Life Carry You
2. Say Goodbye
3. Choose to Live

Plus, Ruthann will include one story from "Let Yourself Laugh" You don't want to miss it!



Friday – March 26, 2010

8:30 – 11:45AM (unless otherwise noted)

3A. FEW Chapter Officer Training -- Becky Fasulo, VP Membership and Chapter Organization

This interactive workshop will assist FEW Chapter members and officers to become better leaders by learning the roles and responsibilities of Chapter officers, committees, and the resources available to assist in meeting Chapter requirements. If you have been wondering if this is a position you'd like to hold, attend and see how this workshop to see how a leadership position will be a great addition to your resume.

3B-1. 8:30-10:00 Networking 101: Building Authentic Networks (1.5 hours) – Joseph Lawless, MBA, CFRE, Executive Director, University of Washington

Everyone knows networking is important, but how do you do it with skill and finesse? Where do you "network" and what do you do after making a contact? Joe Lawless, Executive Director of the Center for Leadership and Social Responsibility shares his advice and more than 20 years of networking experience.

3B-2. 10:15-11:45 Workplace Bullying -- Kelly Boodell, Director, Civil Rights, Northwest Mountain and Alaskan Regions, Federal Aviation Administration

Have you ever been bullied? If so, this workshop is one you don't want to miss. Kelly will describe what workplace bullying is, is not, and detail the various forms it takes. The training will address abusive bosses as well as bullying between co-workers. It will explain how to recognize bullying behavior and provide you with some tools to effectively tackle and respond to this type of workplace harassment.

3C. Financial Planning Panel -- Justin D. Brandt, First Command Financial Services

Join this panel of experts from First Command Financial Services who will provide important information about your financial planning for the federal Thrift Saving Program, annuities, and roll-over accounts for those new to their federal career, mid-career, and near retirement. The panel will also share important information and answer questions on the benefits of long-term care and insurance (car, home, rental, life).

Friday – March 26, 2010

1:30 – 4:30PM (unless otherwise noted)

4A. Sexual Harassment in the Workplace -- Cathy Fletcher, FEW National VP for Diversity

This exciting and highly interactive workshop is to provide participants an understanding of the types of sexual harassment; what options are available to the victim; how to pursue advice and/or further action against the harasser; strategies for preventing sexual harassment for employees and managers and the organization; explore what should be the behavior of managers; how does sexual harassment affect the management staff and subordinates; what does the law say; how does it affect raises, promotions and work performance; how is the person being harassed affected; what can be added to policy manuals in this area; what is the emotional and physical aspects; explore the possible solutions to the problem of on-the-job sexual harassment, and how to effectively keep it from occurring in the workplace by distinguishing between behavior that is appropriate, inappropriate, and illegal. Last but not least, explore the costs of sexual harassment in the workplace.

4B. Social Security and You -- Michael Webb, Social Security Administration

This presentation will provide information on Social Security benefits, a brief history of the program, the future of Social Security, and the importance of planning one's own retirement. There will also be an overview on the Windfall Elimination Provision and the Government Pension Offset rules and how you may be financially affected.

