Agency Forums

For many years, departments and agencies have successfully hosted forums in conjunction with Federally Employed Women’s (FEW) National Training Program (NTP). FEW invites your agency to host a Forum in Houston, Texas, on Monday, July 26, 2021. The Forum affords agencies an opportunity to bring staff together from across the country and overseas, and FEW offers free meeting space to all participating agencies*.

Purpose of an Agency Forum

Forums provide a unique opportunity for agencies to update their personnel on agency policies, procedures, and issues to include personnel changes, Equal Employment Opportunity (EEO) programs, and other “hot topics,” such as budget, training, and travel issues. An agency forum provides a venue to receive feedback on action items in their Annual EEO Reports, as well as identify problems and develop workable solutions related to special emphasis programs. Agencies may introduce new headquarters and field staff, provide a venue for the discussion of concerns, and network with their counterparts from throughout the U.S. and abroad.

Target Audience

An Agency Forum brings together Equal Opportunity/Civil Rights (EO/CR) headquarters and field staff, directors, full-time and collateral-duty Federal Women’s Program Managers (FWPMs), and other special emphasis program managers, coordinators of programs for individuals with disabilities, human resource staff, agency line managers and supervisors, and other attendees from the field.

Schedule

Agencies have the option to host a forum on Monday, July 26, 2021, during one of the following time slots:

<table>
<thead>
<tr>
<th>Schedule Type</th>
<th>Time</th>
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<tbody>
<tr>
<td>Morning only</td>
<td>8:30 a.m. – 12:00 Noon</td>
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<tr>
<td>Afternoon only</td>
<td>1:30 p.m. – 4:30 p.m.</td>
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<tr>
<td>Full Day</td>
<td>8:30 a.m. – 4:30 p.m.</td>
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Forum Agenda

The forum agenda is set by the agency coordinators. Some agencies use the meeting time to update their staff on internal regulations, policies and procedures. Others also contract with trainers to present specific topics related to equal opportunity, career development, leadership, program management, and program-plan reporting. Many agencies invite their top-level management staff to attend and present information in their support of their federal EO/CR Programs.

Benefits

Combining a forum with FEW’s NTP results in savings in travel expenses for an agency, since many of the individuals listed above will already be at the meeting site to attend the NTP. The meeting agenda offers an opportunity for participants to meet face-to-face, an invaluable benefit in today’s work climate of limited travel and heavy dependence on technology for communication. Many agencies combine participation in a forum with participation in the NTP Exhibit Hall.

Don’t miss this outstanding opportunity to highlight your agency to thousands of individuals while at the same time supporting a high-quality, affordable educational opportunity through FEW’s NTP! To host an agency forum, please contact:

Wanda V. Killingsworth, 2021 NTP Agency Forum Coordinator
240-613-3394
ntpagencyforums@few.org

We look forward to hearing from you!

Deadline is May 1, 2021
SUGGESTED FORUM CHECKLIST

Following is a brief checklist to assist in planning a forum.

**Designate a Coordinator**
If the meeting will bring together staff from across the country, designating a contact at the headquarters level works well.

**Select Timeframe**
Is a half-day meeting sufficient? Would the agency benefit from an extended program?

**Determine Focus**
Training, updates on agency procedures, special staff conferences and formulating new directions are all valuable.

**Coordinate with Other Agencies**
Agencies such as the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Office of Personnel Management (OPM) or Merit Systems Protection Board (MSPB) may provide important resource information.

**Reserve Meeting Space**
Contact FEW’s NTP Agency Forum Coordinator Wanda Killingsworth at ntpagencyforums@few.org to reserve meeting space and arrange for other meeting needs.

**Advertise**
Provide information to headquarters and field personnel about meeting logistics, dates, times, hotel information, what kind of pre-meeting preparation is required, and any background materials that will be needed for use during the meeting.