



# Virtual Leadership Summit III



## REGISTRATION FORM

**\* Note: Please complete all required fields**

EMAIL ADDRESS\* \_\_\_\_\_

FEW MEMBERSHIP NUMBER \_\_\_\_\_

SPECIAL PROVIDED CODE  
(IF APPLICABLE) \_\_\_\_\_

\* = Required Field

FIRST NAME\* \_\_\_\_\_

LAST NAME\* \_\_\_\_\_

JOB TITLE\* \_\_\_\_\_

ORGANIZATION/  
AGENCY\* \_\_\_\_\_

WORK  
ADDRESS LINE  
1\* \_\_\_\_\_

WORK ADDRESS LINE 2 \_\_\_\_\_

WORK CITY\* \_\_\_\_\_

US STATE \_\_\_\_\_

ZIP (POSTAL CODE) \* \_\_\_\_\_

WORK/MAIN PHONE \_\_\_\_\_

EXTENSION \_\_\_\_\_

FAX \_\_\_\_\_

MOBILE PHONE \_\_\_\_\_

**ADA Requirements**

Pursuant to the Americans with Disabilities Act, do you require any aids or services?  YES  NO

Instructions: Register for one training course of your choice per day and time slot. Ensure that you do not select a course that overlaps, as you will only be registered for one class per time slot as available.

<b>Monday, July 18, 2022 - Friday, July 20, 2022 (9:00 a.m. to 5:30 p.m.) Eastern Standard Time</b>	
	9901 - Special Emphasis Program Managers Program

<b>Tuesday, July 19, 2022 and Wednesday July 20, 2022 (9:30 a.m. to 5:30 p.m.) Eastern Standard Time</b>	
<b>X</b>	<b>9902 - Management Concepts: Two Day Leadership Certificate - Full Closed Course</b>

<b>Tuesday, July 19, 2022 (9:30 a.m. to 4:30 p.m.) and Wednesday July 20, 2022 (9:30 a.m. to 12:30 p.m.) Eastern Standard Time</b>	
	9903 - FEW Chapter Leadership Forum

**Monday, July 18, 2022 - Morning**

(9:30 a.m. - 12:30 p.m Eastern Standard Time)

	1101 - Organizing Word 2019 Content Using Tables and Charts
	1102 - Introduction to Microsoft SharePoint
	1103 - Tips and Tricks with Microsoft Suite (Word, PowerPoint)
	1104 - Introduction to Lean Six Sigma and Waste Identification
	1105 - All About Federally Employed Women
	1106 - Build Your Own Accelerator™
	1107 - How to Develop Others
	1108 - Gaslighting at Work: What it is and how it plays out
	1109 - Understanding the Alternative Dispute Resolution (ADR) Process
	1110 - Leading and Motivating People

**Monday, July 18, 2022 - Afternoon**

(1:30 p.m. to 4:30 p.m. Eastern Standard Time)

	1201 - Making Microsoft Documents Accessible (Section 508 Compliant)
	1202 - Excel Advanced Formulas and Functions
	1203 - Creating PivotTables and PivotCharts in Excel
	1204 - Understanding Your Rights to Reasonable Accommodations
	1205 - Deliberately Leading Through the Disruption of Change
	1206 - Mindset, Emotions and Money
	1207 - Self Leadership: Better Thought Patterns for Enhanced Performance
	1208 -Promoting a Sense of Belonging for your Virtual Team
	1209 -What's Emotional Intelligence (IE) Got to Do with It?
	1210 - Critical Thinking: A Focused Path to Problem Solving

**Tuesday, July 19, 2022 - Morning**

(9:30 a.m. - 12:30 p.m. Eastern Standard Time)

	2101 - Access 2019 Database Basics
	2102 - Using Lookup Functions and Formula Auditing in Excel
	2103 - Word, Excel and PowerPoint - Shortcuts
	2104 - How to Write Business Email that Get Result
	2105 - Empowerment = Agency + Accountability + Action
	2106 - Leading People Through Change - Transition Management
	2107 - Inclusion, Diversity, Equity, Accessibility and Socially Responsible Workplace (IDEAS)
	2108 - Getting Unstuck: Simple Tools for Managing Complex Conflict
	2109 - Breaking Bias in The Workplace: Overcoming Unconscious Decisions that Lead to Unexpected Consequences
	2110 -Teamwork: United We Stand, Divided We Need Excedrin! (Building teams, working as a team, personality differences in teams)

**Tuesday, July 19, 2022 - Afternoon**

(1:30 p.m. to 4:30 p.m. Eastern Standard Time)

	2201 - Creating a Basic Project Using Microsoft Project 2019
	2202 - Creating Newsletters with Publisher
	2203 - Introduction to OneNote & OneDrive
	2204 - The Written Word: Mastering Effective Business Writing
	2205 - Getting Results Without Authority
	2206 - Effective Public Speaking: Even If Your Knees Are Knocking!
	2207 - Resilience in Times of Stress & Uncertainty
	2208 - Thrift Savings Plan (TSP) Pre-Separation Workshop
	2209 - Using Voice of the Customer to Define Problem Statements
	2210 - Maximize Performance with an Individualized Healthy Lifestyle Plan!

**Wednesday, July 20, 2022 - Morning**

(9:30 a.m. - 12:30 p.m. Eastern Standard Time)

	3101 - Advanced Tips and Tricks with Microsoft Suite (Excel and One Note)
	3102 -Creating Interactive Forms with Adobe
	3103 - Using Lookup Functions and Formula Auditing in Excel 2019
	3104 - The Successful Mentoring Mindset: Where People, Passion, and Performance Intersect
	3105 -Influence and Collaboration
	3106 - Normal Is Gone, And It Won't Be Back! (Coping With and Embracing Change)
	3107 - Transformational Leadership: Inspiring Innovation and Leading Change
	3108 - Using Process Maps in Lean Six Sigma
	3109 - Estate Planning for Federal Employees: How to protect your Family
	3110 - The Uncomfortable Truth About Accountability

**Wednesday, July 20, 2022 - Afternoon**

(1:30 p.m. to 4:30 p.m. Eastern Standard Time)

	3201 - Creating a Basic Project Using Microsoft Project 2019
	3202 - PowerPoint Tips and Tricks
	3203 - Introduction to Pivot Tables and Dashboards in Excel
	3204 - Thrift Savings Plan (TSP) Post-Separation Workshop
	3205 - Leadership Development
	3206 - Importance of a Career Learning Plan
	3207 - Planning Your Retirement
	3208 - Introduction to Lean Six Sigma - Process Improvement/Lean6
	3209 - Senior Executive Service (SES) Development - GS 13+
	3210 -The Power of Influence

**Thursday, July 21, 2022 - Morning**

(9:30 a.m. - 12:30 p.m. Eastern Standard Time)

	4101 - Working with Documents in Adobe Acrobat
-	4102 - Using Word 2019 Templates to Automate Design Formatting
	4103 - The Beginner's Guide to Microsoft Publisher
	4104 - Don't Just Sit There-Start Listening!
	4105 - Mastering Successful Interviews
	4106 - Climbing the Ladder to Career Success and Soaring to New Heights
	4107 - Strategic Planning for Your Social Security Income
	4108 - Preparing for the Interview for SES Positions
	4109 - Wellness dimensions: Finding balance
	4110 - Federal Resumes & USA Jobs

**Thursday, July 21, 2022 - Afternoon**

(1:30 p.m. to 4:30 p.m. Eastern Standard Time)

	4201 - Introduction to Pivot Tables and Dashboards in Excel in 2019
	4202 - Introduction to Microsoft Teams
	4203 - Word, Excel and PowerPoint - Shortcuts
	4204 - Taxes in Retirement: How to Help Protect Yourself from the Ticking Tax Bomb
	4205 - Self-Coaching: Cracking the Code to Developing Yourself and Others
	4206 - Senior Executive Service (SES) Development Lower Grades
	4207 - Transformational Leadership: Inspiring Innovation and Leading Change
	4208 - Communicating Confidently, Credibly and with Clarity
	4209 - Thrift Savings Plan for Early to Mid-Career Employees
	4210 - Career and Personal Development - Creating Your Personal Brand and Soar to New Heights

**Friday, July 22, 2022 - Morning**

(9:30 a.m. - 12:30 p.m. Eastern Standard Time)

	5101 - PowerPoint & Word 2019 - Tips and Tricks
	5102 - Breaking the Mold! Women in leadership
	5103 - Just Keep Going
	5104 - Preparing and Writing Executive Core Qualification Statements (ECQs) for SES Positions
	5105 - Management Conflict Resolution
	5106- Leadership and Management Skills - Boosting Morale in a Virtual Workplace
	5107- Exploring Cultural Assumptions: Having Uncomfortable Conversations with Ourselves
	5108 - Conflict Management: the PRM Approach to Conflict
	5109- Effective Management of Federal Grants

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## PAYMENT INFORMATION:

Card number \_\_\_\_\_ Expiration date \_\_\_\_\_

Name on card \_\_\_\_\_ CVC code (code on card) \_\_\_\_\_

### Credit card billing information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/postal code \_\_\_\_\_

Signature \_\_\_\_\_

- All prices are U.S. dollars. Checks/money orders must be drawn on U.S. banks. A service charge of \$30 on all returned checks.
- Payment must accompany registration except for purchase orders which must be prearranged with the FEW finance office; invoices are due upon receipt; contact [ntpevents@few.org](mailto:ntpevents@few.org)
- **Refund requests must be in writing and postmarked by June 16, 2022.** All refunds are subject to an administrative fee.
- **No refunds after June 28, 2022.** No refunds for special events/workshops unless the event is canceled. Refund checks will be mailed approximately 3 weeks after the conference

If you have questions about these or other conference logistics, contact via email FEW National Events [ntpevents@few.org](mailto:ntpevents@few.org).

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## Deadlines/Mailing Address/Contact

- Your registration form must be postmarked by the deadline dates given to qualify for the appropriate registration fee (July 16).
- **After June 12, do not mail or fax this form; bring it with you to the conference and register and pay in person.**

### FEW Annual Virtual Leadership Summit III Registration

P.O. Box 715551

Philadelphia, PA 19171-5551

### Consent to use of photographic/video images:

Registration, attendance, or participation at the FEW Annual Conference constitutes an agreement by the registrant/participant to FEW use and distribution (current and future) of his/her image or voice in photographs, video, and audio.