



BLACKS IN GOVERNMENT 32ND ANNUAL NATIONAL TRAINING CONFERENCE

“THE NEW BIG: TAKING CHANCES, MAKING CHANGES,
AND PREPARING LEADERS”

TRAINING SESSIONS

Federal, State, and local government employees must change the way they do business if they are to remain competitive and meet the demands in today's technologically advanced society. Government employees must develop a comprehensive, diverse resume' by seeking more educational and training opportunities to increase their professional and personal skills. As organizations change their requirements for recruitment at the novice, mid-level, and senior level, government employees must understand the importance of having the required skills to help an organization meet the challenges of accomplishing the mission.

The 2010 workshops will be centered on the training offered by the Office of Personnel Management for employee development. Federal, state, and local government employees can use the skills that will be taught. The training sessions of the BIG's 2010 National Training Conference will allow attendees to select training that addresses their specific needs. Workshops will be held at the Kansas City Convention Center.

Beginning June 2010, visit the BIG Website at www.bignet.org, for specific course titles and descriptions. Training sessions will be presented at the Kansas City Convention Center. Several of the courses will have Continuing Education Units (CEU) and Continuing Professional Education (CPE) units.

Each training session will be identified with a subject category two-letter code noted below

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| CD | Career Development | IT | Information Technology |
| CS | Communications Skills | ML | Management and Leadership Skills |
| EP | EEO/Personnel | PQ | Personal Effectiveness/Quality of Life |
| FM | Financial Management | RM | Resource Management |
| HW | Health Awareness and Wellness | TP | Technical and Professional Skills |

BIG reserves the right to substitute or cancel training sessions due to circumstances beyond our control. This will only occur if a presenter, for an unavoidable reason, is unable to honor his/her commitment. In that event, we will make every effort to substitute that presenter or training session with a similar training session and presenter with comparable qualifications.

CD Career Development

In today's world career development and career management must be high priority for all employees. In the past, career management was simple; however, the world is constantly changing. In today's highly competitive workplace, individuals must continuously re-evaluate their skills and explore activities that will improve their potential for advancement. The Career Development category includes training sessions that provide career-planning strategies, tools, and techniques that can be used effectively to overcome obstacles to career advancement. The training focuses on building a more productive career while developing new skills through education and applied experiences. Training covers a range of topics such as training and development, building core competencies, and goal setting, and the impact of security issues and information technology.

CS Communication Skills

Effective "communication" is critical at all levels of the government workplace. It determines the quality of our everyday environment and stretches across our community, workplace, and family life. During these lean times of doing more with less, employers value those who can effectively communicate well in person or on paper. This training category features training that provides tools for overcoming barriers to effective communication and techniques for communicating effectively in the office as well as environments outside of the confines of the organization. Training in this area will provide overviews of oral and written communications, interpersonal skills, and presentations to specific audiences within the workplace and with stakeholders and partners within the communities we serve.