

2009 Region IV Regional Training Conference



**ACCEPT THE CHALLENGE:
NO MORE DREAMING—LIVE IT**



**JUNE 12-13, 2009
THE WYNFREY HOTEL
BIRMINGHAM, ALABAMA**



**REGION IV BLACKS IN GOVERNMENT
2009 REGIONAL TRAINING CONFERENCE**



“ACCEPT THE CHALLENGE, NO MORE DREAMING—LIVE IT”

April 14, 2009

Greetings Perspective Conference Attendees,

It is with great pleasure that I invite you to participate in our 2009 Regional Training Conference, June 12-13, 2009 at The Wynfrey Hotel in Birmingham, Alabama.

This conference will offer each of you an opportunity to enhance critical workplace skills needed for your career improvement. Our conference theme is “Accept the Challenge: No More Dreaming—Live It.” We encourage everyone to accept the challenges that life offers and live out the dreams of your life. You can achieve your goals through learning and education. This conference offers growth through learning and education with outstanding workshops planned for your personal and professional increase. Therefore, I ask that you come to receive this exceptional wealth of knowledge.

Region IV Executive Committee is humbled to host the training conference in the great city of Birmingham, Alabama. We know that this city holds a great deal of history; therefore, we invite everyone to gain this great training in the historical Birmingham—the place where heroes of the Civil Rights lives and died.

I truly hope you will take this opportunity and come live your dreams as you accept the challenges of our times. You will be empowered, motivated, and renewed as you progress to the next level of your professional career.

Thank each of you for your interest and dedication to Region IV. I look forward to seeing you all at the 2009 Regional Training Conference.

Respectfully,

MR. JOHNNY SMITH

Region IV Council President
2009 Regional Training Conference Chair



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INVITATION TO THE BIG CONFERENCE

Region IV Blacks In Government extends an invitation to attend its 2009 Regional Training Conference (RTC) held at The Wynfrey Hotel in Birmingham, Alabama on June 12–13, 2009. The conference’s theme is “Accept the Challenge, No More Dreaming—Live It.” This theme encourages attendees to face the challenges ahead and live their dreams to the fullest, thereby, meeting the challenges of professional and personal lives.

WHAT IS BIG?

BIG is a 501(c)3 non-profit organization, whose members are civil servants throughout all levels of government and private industry. BIG was incorporated in 1976 as an employee advocacy and professional development association and held its first NTC in 1979. BIG is committed to improving public service through promoting equity, excellence, and opportunity in the workplace.

RTC PURPOSE

The RTC is a regional response to train and develop individuals into subject-matter experts, so that they will be able to perform the critical tasks of providing services to the general public. Areas of training include career development, communication skills, financial management, management and leadership skills, EEO/personnel, information technology, personal effectiveness/quality of work life, and health awareness and wellness.

TRAINING LOCATION

THE WYNFREY HOTEL
1000 Riverchase Galleria
Birmingham, Alabama 35244
(205) 987-1600 or (800) 996-3739

www.wynfrey.com

Single/Double—\$94.00 plus applicable taxes. All reservations should be secured by May 12, 2009.

COST OF TRAINING

Pre-Registration—

postmarked on or before May 31, 2009

BIG Members	\$75.00
Nonmembers	\$85.00

On-site Registration—

June 12–13, 2009

All attendees	\$90.00
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Awards Luncheon Tickets are not included in the cost of registration; however, **tickets are available for \$23.00.**

METHODS OF REGISTRATION

Early registration is encouraged!

BY MAIL: (DO NOT SEND CASH)

Send your registration form with payment or appropriate training authorization to:

REGION IV BLACKS IN GOVERNMENT
c/o General Chappie James Chapter
Attn: Ms. Sandra F. Glenn
P. O. Box 20926
Montgomery, AL 36120-0926



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ON-SITE REGISTRATION

After **May 31, 2009**, members and non-members must register on-site. On-site Registration will be located tentatively on the 1st Floor of The Wynfrey Hotel. **Acceptable forms of payment are cash, traveler’s checks, money orders, bank drafts, or training authorizations.** No other forms of payment will be accepted for on-site registration **including personal checks.**

REFUND AND CANCELLATION POLICY

A **written cancellation notice** must be received to Region IV postmarked no later than May 31, 2009 to obtain a refund. All cancellations will be assessed a \$30.00 processing fee (including credit and debit cards transactions). No request for refunds or cancellations will be honored after May 31, 2009. Confirmed registrants “no shows” are liable for the full amount of the registration fee. All refunds will be processed 30 days after the official conference closing date.

REGION IV BIG AMERICANS WITH DISABILITY ACT (ADA) POLICY

The Regional Training Conference site is accessible to individuals with disabilities. Please be sure to indicate on your registration form if you require special assistance. Any information regarding your disability will remain confidential. Region IV BIG is not responsible for obtaining or procuring any conferees special ADA service/device/equipment. Conference attendees are responsible for obtaining all ADA service for their specific needs.

OPENING PLENARY

The Opening Plenary will be held on Friday, June 12, 2009, at 9:00 a.m. and sets the tone for the RTC. This session motivates our conference attendees to attend the workshops with great enthusiasm. The keynote speaker will set the tone for the conference and educational workshops.

SPECIAL DIETARY REQUESTS

BIG will do its best to accommodate special meal requests for attendees at the luncheon. Please be sure to indicate on your registration form if you have any food allergies or dietary restrictions. Attendees that submit a request at least two weeks before the conference will be provided a special meal based on their dietary needs. Special meal requests received onsite cannot be guaranteed; however, we will make every attempt to accommodate your needs.

AUDIO/VIDEO TAPING AND WEBCAST

Participants may not tape or videotape the opening plenary session or any of the workshops and/or events. Regular cameras may be used for candid photos of any event; however, please do not interfere with the official regional BIG photographer(s).

FEEDBACK

Your feedback is very important in planning future training conferences. Please complete the overall conference evaluation at the end of the RTC and drop in the designated areas within the hotel.



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WORKSHOP CATEGORIES/TOPICS

Career Development—This 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.

Communication Skills—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 of specific audiences within the workplace and with stakeholders and partners within the communities we serve.

EEO/Personnel—Learn about the historic and legal framework for Equal Employment Opportunity (EEO), and then build on that knowledge, by learning more about the EEO complaint handling process, affirmative action and diversity. EEO category includes a variety of training and technical assistance on federal labor issues, EEO issues, resolution procedures, alternative dispute resolution,

employment discrimination, diversity, and other topics that affect employment.

Management and Leadership Skills—Effective leadership development is beneficial to an organization as well as organization's leaders and managers. The leadership portion of this category focuses on training that develops the tools, techniques, and practices that every leader needs to be effective in the 21st century. Training ranges from sessions designed to create a foundation and enhance leadership skills for new and executive managers. The topics covered include making the transition to leadership, coaching, negotiation and conflict resolution, team building, and managing change.

Personal Effectiveness and Quality of Work Life—A good approach to personal development and quality of life issues leads to better morale. Employees who develop a good balance between personal and professional development can serve the organization better by contributing fresh and creative approaches to workplace challenges. This training category includes training in time management, stress management, managing anger, working effectively with others, the challenges of life, and building self-esteem.



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CONFERENCE REGISTRATION FORM

INSTRUCTIONS: Return this completed form with payment to Region IV Blacks In Government, c/o General Chappie James Chapter, P. O. Box 20926, Montgomery, AL, 36120-0926. **Please type or print all information.** For further information, please phone Ms. Peggy Wilson, Conference Registration Chair, at 904-329-2374 or Ms. Sandra F. Glenn, Conference Co-Chair, at 334-416-4245. Each registrant must have a completed registration form.

INDIVIDUAL INFORMATION	EMERGENCY CONTACT INFORMATION
Full Name	Full Name
Address	Relationship
City/State/Zip	Home Phone
Home Phone	Work Phone
Work Phone	Cell Phone

Please identify needs (i.e., dietary, allergy, medical, wheelchair, etc.) that may require special arrangements or emergency treatment.

REGISTRATION FEES <i>(Check the items for which you are sending payment)</i>	AMOUNT REMITTED
Pre-Registration—Members: \$75.00 Nonmembers: \$85.00 <i>Must be postmarked on or before May 31, 2009</i>	\$
On-site Registration—\$90.00 <i>June 12–13, 2009</i>	\$
Luncheon Ticket (not included in registration cost)— \$23.00	

REMARKS

SIGNATURE:	DATE:
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WORKSHOPS

This training conference will provide an environment to train and develop individuals into subject-matter experts, so that they may perform the critical tasks of providing services to the general public. Areas of training include career development, communication skills, equal employment opportunity/personnel, management and leadership skills, and personal effectiveness and quality of work life.

Career Development—Includes training to provide career-planning strategies, tools, and techniques to promote career advancement.

Management and Leadership Skills—Focuses on training to develop tools, techniques, and practices that every leader needs to be effective in the 21st century.

EEO/Personnel—Learn about the historic and legal framework for Equal Employment Opportunity (EEO), and then build on that knowledge, by learning more about the EEO complaint handling process, affirmative action and diversity.

Personal Effectiveness and Quality of Work Life—A good approach to personal development and quality of life issues leads to better morale.

HOTEL REGISTRATION INFORMATION

A block of rooms has been reserved at The Winfrey Hotel, 1000 Riverchase Galleria, Birmingham, Alabama 35244. Reservations may be made by calling The Winfrey Hotel directly at 205-987-1600 or 800-996-3739. Room rates are \$94.00, single or double occupancy, plus applicable taxes. Reservations must be made on or before May 12, 2009. After that date, those rooms not reserved will be released from the block. Guaranteed check-in time is 4:00 p.m. Check-out time is 11:00 a.m.

SPECIAL EVENTS

OPENING PLENARY: 9:00 A.M., FRIDAY, JUNE 12, 2009

LUNCHEON AND AWARDS BANQUET: 11:30 A.M., FRIDAY, JUNE 12, 2009

YOUTH PROGRAMS: 9:00 A.M., SATURDAY, JUNE 13, 2009

GENERAL INFORMATION

Mr. Johnny Smith
Regional President
2009 Conference Chair
Region IV Executive Committee
jsmith@una.edu

Ms. Sandra F. Glenn
2009 Conference Co-Chair
sandra.glenn@maxwell.af.mil

**THANK
YOU FOR
THINKING
BIG**

