

BLACKS IN GOVERNMENT—REGION X

25TH ANNUAL REGIONAL TRAINING CONFERENCE

“Achieving Performance Excellence Through Professional Development”



Photographs taken in 1874, 1919, 1958 and 2007 make up this composite of Seattle's waterfront.

WELCOME TO SEATTLE

MAY 23 -25, 2007

**Marriott Sea-Tac Airport Hotel
3201 South 176th Street
Seattle, WA 98188**

Who We Are

Blacks In Government® was conceived by the Department of Health, Education and Welfare (DHEW) Black Federal employees at the Park Lawn Building in Rockville, Maryland. The organization was viewed as essential to the Black civil service employee, based on a wide assortment of racially motivated problems faced by the DHEW Black employees in Rockville. Initially, it was thought that the umbrella organization would address only the problems at the Federal level. However, it was soon determined that state, county, and municipal Black employees were faced with the same general type of employment problems. When coupled with the fact that no single civil rights organization has as its sole objective the preservation and enhancement of Black civil servants, it became apparent that Black civil servants had to unite and protect themselves. To some, this meant jeopardizing their careers. To others, it meant duplicating some of the efforts of other organizations. To still others, it meant very little, they felt (as some Blacks do not) that it would be a wasted effort. Nonetheless, **Blacks In Government®**, was organized in 1975 and incorporated as a non-profit organization under the District of Columbia jurisdiction in 1976. BIG has been a national response to the need for African Americans in public service to organize around issues of mutual concern and use their collective strength to confront workplace and community issues. BIG's goals are to promote EQUITY in all aspects of American life, EXCELLENCE in public service, and OPPORTUNITY for all Americans.

INVITATION TO THE BIG CONFERENCE

Blacks In Government (BIG), Region X, extends an invitation to you to attend the 25th Annual Regional Training Conference (RTC), May 23 - 25, 2007 at the Marriott Sea-Tac Airport Hotel in Seattle, WA. This year's conference theme, "**Achieving Performance Excellence Through Professional Development**," focuses on BIG's commitment to assist conference attendees in acquiring mission critical skills to improve performance and promote career development.

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. Incorporated in 1976 as an employee advocacy and professional development association, BIG held its first conference in 1979. BIG is committed to improving public service through promoting equity, excellence and opportunity in the workplace.

PURPOSE FOR RTC

- Training
- Professional Development
- Skills Enhancement
- Job Opportunities
- Increase Awareness Of Public Policies
- Work-Life Issues
- Resource Material
- Networking Opportunities

The RTC is designed to train, develop, and increase the professional skills of attendees so they may provide the best customer service to employers, co-workers, and to the general public. Areas of training include technology, health care, science, equal employment opportunity, acquisition, financial management, project management, retirement planning, homeland security, and many other service orientated functions.

REGISTRATION – TRAINING COST

BIG Member: \$275.00
Non – Member: \$350.00

Includes general sessions, workshops, exhibits, fashion show, luncheon and closing Plenary Banquet. See registration form for student rate.

CONFERENCE LOCATION

Marriott Sea-Tac Airport Hotel
3201 South 176th Street
Seattle, WA 98188

The BIG Conference Room Rate is \$99.00 per night. Call the Marriott (206) 241-2000 or 1-800-314-0925 and ask for the BIG group rate.

AMERICANS WITH DISABILITY (ADA POLICY)

The RTC site is accessible to individuals with disabilities. Individuals requiring special accommodations to attend the conference should contact the hotel in advance to make special arrangements.

REGISTRATION METHOD

Early registration is always encouraged!

BY MAIL: (DO NOT SEND CASH)

Please send your registration form with payment or purchase order to:

BLACKS IN GOVERNMENT
P.O. Box 18976
Seattle, WA 98118

Registration Chair

Mr. Remond Henderson

BY FAX: Contact Mr. Henderson if you wish to fax your registration form with credit card information or a purchase order.

A separate registration form is required for each registrant. Photocopying of the form is permitted. Registration forms must be received by mail or fax no later than **May 17, 2007**.

REGISTRATION PROTOCOL

Pre-Registration: A confirmation letter will be sent to all attendees upon receipt of the completed Pre-Registration Form and full remittance. Attendees should bring the confirmation letter and proper identification to the on-site conference registration area to receive their **Official RTC Registration Packet**, including a name badge, program guide, certificate of training and general conference information.

On-Site Registration: Members and non-members must register on-site after May 17, 2007. An additional charge of \$15.00 will be added to the Pre-Registration fee for on-site registration. Cash, major credit cards, training authorizations, purchase orders, or government checks are acceptable forms of payment. Personal checks will not be accepted.

ADMISSIONS/NAME BADGES

A conference name badge or ticket is required for admission to all workshops and conference activities. Attendees are encouraged to wear their name badges during the entire conference.

REFUND AND CANCELLATION POLICY

A written cancellation notice must be received by BIG, Region X, no later than May 17, 2007, to obtain a refund. All cancellations will be assessed a 50% processing fee. A request for refund or cancellation will not be honored after May 17, 2007. Confirmed registrants "No Shows" are liable for the full registration fee. Refunds will be processed within 30 days after the official conference closing date.

OPENING PLENARY

The Opening Plenary, held Thursday morning, May 24, 2007, serves as the official opening of the RTC. The session welcomes attendees to the conference and provides a general conference overview. Special guests, the BIG Conference Chairperson (s) and BIG, Region X President will set the tone for the conference and dynamic educational workshops.

RTC TRAINING SESSIONS

The RTC will provide quality-training sessions beginning Wednesday afternoon, May 23, 2007. The workshop sessions will be geared towards professional development in key areas of public administration.

CONFERENCE EXHIBITS

Join your colleagues at the Exhibits Showcase after a workshop filled day for shopping and viewing of spectacular products available for sale. The Exhibit Showcase is a marketplace for specialty and ethnic clothing, jewelry, art, books and many other wonderful products.

CLOSING PLENARY

The Closing Plenary will be held Friday, May 25, 2007, beginning at approximately 7:00 p.m. This session will include the annual awards presentation and recognition of special achievements. An exciting and motivating keynote speaker will bring closure to the annual event.



ADDITIONAL INFORMATION

Contact the following individuals for additional information and assistance.

R. Shawn Henderson BIG President	(907) 465-3899
Freddie Curry Conference Chair	(425) 558-9620
Remond Henderson Registration Chair	(206) 326-9594
Charles Oliver Workshop Chair	(206) 733-9260
Ellen Smith Exhibits Chair	(360) 664-4755
Lynda Hunter Souvenir Booklet	(206) 684-5785

“ACHIEVING PERFORMANCE EXCELLENCE THROUGH PROFESSIONAL DEVELOPMENT”

PROFESSIONAL TRAINING SESSIONS

A preview of training categories for continued education and professional development that may be offered at this year’s conference are listed below. A number of training sessions will be offered in each category. Specific course titles are currently being designed by the training experts and will be posted daily during the conference. Training sessions are filled on a first come basis and are subject to change. The training session categories that will be offered during the conference include the following:

CD	CAREER DEVELOPMENT	EP	EEO/PERSONNEL
CS	COMMUNICATION SKILLS	TP	TECHNICAL AND PROFESSIONAL SKILLS
IT	INFORMATION TECHNOLOGY	HP	HEALTH, NUTRITION AND FITNESS
PQ	PERSONAL EFFECTIVENESS	ML	MANAGEMENT AND LEADERSHIP SKILLS
BG	BIG LEADERSHIP TRAINING		

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

Career development and career management must be a high priority for employees in today’s business world. 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 effectively be used to overcome obstacles to career advancement. The training focuses on building a more productive career while developing new skills through education and applied experiences.

CS – COMMUNICATION SKILLS

Communication is a critical component for all professionals and working staff. Employers value those who can effectively communicate well in person and in writing. Effectively listening is also a critical communication skill not to be overlooked. This training category features training that will provide essential tools for overcoming barriers that prevent effective communications. Techniques for communicating effectively with the public, co-workers, supervisor, and/or senior executives will be reviewed and practiced. Overviews on oral and written communication, interpersonal skills, and formal and informal presentations will be examined as well.

IT – INFORMATION TECHNOLOGY

Computers are not just for programmers anymore. They have become essential tools for integrating the many elements of information technology (IT). Learn cutting edge technology and advance your career with our career-related IT training. The IT subject category provides training in the skills needed to successfully participate in and support the increasingly visible role of IT in daily life. The training is designed to familiarize attendees with methods, concepts, and practical applications of IT in the workplace and it will prepare attendees to meet the most common IT challenges.

PQ – PERSONAL EFFECTIVENESS/QUALITY OF WORK LIFE

Many organizations are increasingly recognizing the value of human capital. Personal and professional development is of paramount importance in improving workforce productivity. A good approach to personal development and quality of life issues leads to greater motivation and higher morale. Employees who develop a good balance between personal and professional development often serve their agencies best by contributing fresh and creative approaches to workplace challenges. This training category includes training workshops on time and stress management, working effectively with others, and dealing with difficult customers.

TRAINING SESSIONS CONTINUED

BG – BIG LEADERSHIP TRAINING

Learn the history of Blacks In Government and more about the goals, objectives, and mission to assist employees. This category is designed to increase awareness of the organization and of societal forces affecting today's workplace.

EP – EEO/PERSONNEL

Explore the historic and legal framework for Equal Employment Opportunity, then build on that knowledge by leaning more about the EEO complaint handling process, affirmative action and diversity. This category includes a wide variety of training and technical assistance on federal, state, and local labor issues, EEO issues, alternative dispute resolution, employment discrimination, diversity, complaints and the resolution process, affirmative action, and other topics that affect employment.

TP – TECHNICAL AND PROFESSIONAL SKILLS

Public and private organizations continue to search the workforce for quality employees with various the TP expertise required to succeed in the future. As federal, state, and local government agencies lose employees due to retirement, new qualified and trained staff is required. Experts will conduct training sessions necessary for employees to learn about professional certification in financial management, acquisitions, accounting, project management, program management, and information technology.

HP – HEATH, NUTRITION AND FITNESS

It is no secret that healthy employees are more productive in the workplace. Public and private agencies are more aware of this fact now than in past years. Healthy staffs have fewer sick days, have more energy, and generally maintain a more positive attitude in performing work related tasks. This category includes training sessions on healthy lifestyles, strategies for handling stress, nutrition and diet tips for maintaining energy, and techniques for planning and implementing a fitness routine.

ML – MANAGEMENT AND LEADERSHIP SKILLS

Good managers are essential in the enhancement of an organization's overall leadership. Effective leadership development is beneficial to an organization, as well as the organization's leaders and managers. The Management and Leadership category focuses on training that develops the managerial skills, tools, techniques, and practices that every manager or leader needs to be effective in the 21st century. Training sessions are designed to create a foundation and enhance leadership skills for new and entry-level managers, as well as senior executives.

**Blacks In Government – Region X
25th Annual Regional Training Conference**

“Achieving Performance Excellence through Professional Development”

TRAINING CONFERENCE AGENDA

Tuesday, May 22, 2007

Conference Registration	1:00 PM – 5:00 PM	Hotel Lobby
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Wednesday, May 23, 2007

Registration	8:00 AM – 5:00 PM	Hotel Lobby
Exhibits	8:00 AM – 6:00 PM	1 st Floor
Lunch Break	12:00 PM – 1:00 PM	n/a
Workshops	1:15 PM – 3:00 PM	1st Floor Training Rooms
Workshops	3:15 PM – 5:00 PM	1st Floor Training Rooms
Gospel Jubilee	7:00 PM – 9:00 PM	1st Floor Ball Room

Thursday, May 24, 2007

Opening Plenary Session	8:30 AM – 10:00 AM	1 st Floor Ball Room
Registration/Ticket Sales	10:00 AM – 5:00 PM	Hotel lobby
Exhibits	10:00 AM – 6:00 PM	1 st Floor
Workshops	10:00 AM – 11:45 AM	1 st Floor Training Rooms
Luncheon	12:00 PM – 1:10 PM	1 st Floor Ball Room
Workshops	1:15 PM – 3:00 PM	1 st Floor Training Rooms
Workshops	3:15 PM – 5:00 PM	1 st Floor Training Rooms
Fashion Show	7:00 PM – 9:00 PM	1 st Floor Ball Room
Hospitality	9:00 PM – 10:00 PM	Presidential Suite

Friday, May 25, 2007

Registration/Tickets Sales	8:00 AM – 1:00 PM	Hotel Lobby
Exhibits	8:00 AM – 5:00 PM	1 st Floor
Workshops	8:00 AM – 11:45 AM	1 st Floor Training Rooms
Lunch Break	12:00 PM – 1:00 PM	n/a
Workshops	1:15 PM – 3:00 PM	1 st Floor Training Rooms
Workshops	3:15 PM – 5:00 PM	1 st Floor Training Rooms
Closing Plenary Session	7:00 PM – 9:30 PM	1 st Floor Ball Room

Saturday, May 26, 2007

Regional Council Meeting	9:00 AM – 2:00 PM	TBA
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BLACKS IN GOVERNMENT - REGION X



PRE-REGISTRATION FORM
25th ANNUAL REGIONAL TRAINING CONFERENCE
MAY 23-25, 2007

“Achieving Performance Excellence through Professional Development”

Marriott Sea-Tac Airport Hotel
3201 South 176 Street
Seattle, WA 98188

REGISTRATION FORM: Please type or print information clearly. Provide one form for each registrant

NAME: _____
Last First Middle Initial

TITLE: _____ AGENCY/DEPT: _____

ADDRESS: _____

EMAIL ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

REGISTRATION FEE: Members \$275.00 Membership No. _____ Non-Members \$350.00 _____

Full Time Student \$100.00 _____ [Must present student I.D. – Closing Banquet Excluded]

METHOD OF PAYMENT (circle one)

American Express MasterCard VISA Check Purchase Order

Credit Card # _____ Expiration Date: _____

Authorized Signature: _____ Daytime Phone: _____

Purchase Order # _____ Invoice # _____

Mail form and payment to:
Blacks In Government – Region X
Registration Chair
P.O. Box 18976
Seattle, WA 98118

Hotel reservations may be made by calling the Marriott Sea-Tac Airport Hotel at **1-800-314-0925** by May 2, 2007 and requesting the Blacks In Government, 2007 Regional Training Conference rate of \$99.00 Single/Double.

BIG Cancellation Policy: Blacks in Government must receive a “written cancellation notice” no later than May 16, 2007, in order to issue a refund (less a 50% processing fee). No refunds or cancellations will be honored after that date. Personal checks will not be accepted at on-site registration.



BLACKS IN GOVERNMENT – REGION X

P.O. Box 18976
Seattle, WA 98118
(206) 624-4870

FOR OFFICE USE ONLY

Grid of 12 empty boxes for office use.



Blacks In Government MEMBERSHIP APPLICATION



· ONE INTENTION · ▲ · ONE HEART · ▲ · ONE MEMBERSHIP ·

Blacks In Government • 3005 Georgia Avenue, NW • Washington, D.C. 20001 Telephone (202) 667-3280 • Fax (202) 667-3705
www.bignet.org

1 APPLICANT INFORMATION

Applicant Name _____ Home Phone No. _____
Last First Middle

Home Address _____
Number and Street City State Zip Code

Employer Name _____ Business Phone No. _____
Department Agency (Spell Out)

Employment Sector:
 Federal State
 Local (Identify): _____

2 MEMBERSHIP INFORMATION

Type of Membership: New Renewal – Membership Number: _____
 Member Name of Chapter: _____
 Associate Member Life Member
 Installment: \$ _____

Dues have been paid in full? Yes No

Remarks: _____

NATIONAL membership dues are \$35.00 for Chapter members and \$25.00 for Associate members. Chapter dues are established by each Chapter and are payable in addition to National Dues. Eligibility for chapter membership is contingent upon National Membership. Life Membership fee is \$300.00.

3 SIGNATURE

Applicant's Signature Date

4 CHANGE OF ADDRESS/TELEPHONE NUMBER:

Old Address

Old Street Address _____ Old Apt. _____
 Old City _____ Old State _____ Old Zip Code _____
 Old Home Telephone Number (with area code): _____

New Address

New Street Address _____ New Apt. _____
 New City _____ New State _____ New Zip Code _____
 New Home Telephone Number (with area code): _____

CHAPTER'S COPY (White)

NATIONAL OFFICE'S COPY (Canary)

MEMBER'S COPY (Pink)



**BLACKS IN GOVERNMENT
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Seattle, Washington 98118**

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