Bedford Springs Course Descriptions

Wednesday, October 23

Meeting with Jim Bailey (1.5 hrs.) -- Bailey
Field Operations staff will be meeting with the Director of Field Operations to discuss the Department’s role in meeting the challenges and opportunities facing NTEU, along with other topics of interest or concern.

Office 365 – Getting Organized with Windows, the Web, and Files (1.5 hrs.) - MS Office Trainer
The modern workplace involves saving files across many locations. In this session, you will learn how to organize files, important information, and communications to make it fast and easy to manage. Find the things you need quickly in just a couple of clicks and advanced search and organizing tools.

Retirement - Principles for Investing Success (1.5 hrs.) -- Vanguard Trainer
Four Principles for Investing Success – Attendees will learn to choose investments in their employer plan to create and maintain a diversified, low-cost investment portfolio with an appropriate level of risk.

Cigna – Work Life Balance (1 hr.) -- Cigna Trainer
Finding the right balance between our professional and personal lives can sometimes be difficult. We know it’s important, but how do we get started? We will share tips and strategies for you to try out and find the ultimate balance!

Turning Crisis into Opportunity: Recruitment During a Hostile Administration (2 hrs.) -- Dasovic, Ketter, Pangas & Talarico
This course will discuss the challenges and opportunities for assistant counsels and national field representatives to assist chapters with improving recruitment during unprecedented hostile times. Stories of success by the panelists and participants will be shared.

Office 365 – Outlook Shortcuts and Tricks (2 hrs.) - MS Office Trainer
Are you finding managing your Inbox is causing stress? In this session, you will learn effective tools and tricks you can use right away to save time and manage your Inbox with ease! Inbox Zero is just around the corner.

Retirement – Getting on Track for Retirement (2 hrs.) -- Vanguard Trainer
This workshop is intended to answer the question – “Am I on track for retirement?” It will show participants how to use an online calculator to determine whether they will have sufficient income in retirement given their current retirement plan choices.

Cigna - Stress-Less (1 hr.) -- Cigna Trainer
Stress can sometimes be part of life, but it can affect everyone in different ways. Whether it’s in your personal or professional life you can learn healthy coping skills to manage your stress level when you’re under pressure.

**Local Negotiations (1.5 hrs.) – Barczykowski & Dasovic**
With an emphasis on how to engage employees and recruit non-members when bargaining at the local level, this course will cover the typical local bargaining process and subjects that may be negotiated in various situations, particularly office space changes and relocations.

**Office 365 – Collaborating with Office 365 Apps (1.5 hrs.) – MS Office Trainer**
Do you get too many emails? Finding it hard to track all of your tasks and communications? In this session, you will learn how the new modern Office 365 collaboration environment together with your favorite tools with new, easy-to-use functions that will revolutionize the way you work with your colleagues.

**Retirement – Timeline for Retirement (1.5 hrs.) -- Vanguard Trainer**
This session will provide practical information on when to sign up for two federal entitlement programs – Social Security and Medicare. The session will also detail the two major milestones associated with employer-sponsored retirement plans that can help participants avoid significant tax penalties on withdrawals.

**Cigna - Mindfulness (1 hr.) -- Cigna Trainer**
Are you currently living in the present moment? Or, are you easily distracted or often focusing on the past or future? Learn what mindfulness is, the benefits, and how to practice being mindful throughout your day.

**EEOC / MSPB Hearings (1.5 hrs.) – Kaplan**
Joseph Kaplan, partner in the firm Passman and Kaplan, will discuss the fundamentals of practicing before the EEOC and MSBP, including providing an overview of the processes, discovery practice, and summary judgment motions.

**Thursday, October 24**

**Arbitration Skills I and II (2.75 hrs.) – Gnadt, McAuley & Riger**
A panel of your colleagues who will share their responses/approaches to issues which arise in an arbitration. The purpose is to identify best practices to address frequent arbitral issues, (e.g., information requests, witness preparation, direct/cross-examination, settlement discussions, and opening statements and closing arguments.

**A Practical Guide to NTEU.org (1 hrs.) – PR**
Did you know that the resources on NTEU.org can make your everyday work life easier? Get practical tips for navigating NTEU.org as we tour 10 areas of the website that can help you be more efficient and effective at work. Get a quick reference sheet you can use back home.
Arbitration Best Practices (1.25 hrs.) -- Ramos, Riel & Sewell
In contrast to the Arbitration Skills class, this course will focus more on case management techniques than hearing presentation skills, including best practices for preparing and managing the case from beginning to end, strategic timing of activities, organizing files and information, and tips for efficiency at every stage.

FLRA / FSIP Decisions Update (1.25 hrs.) – Bailey
A review and discussion of noteworthy FLSA and FSIP decisions from 2017 to the present by the Trump appointed FLRA majority and FSIP.

Building Relationships with Chapter Leaders -- (1.25 hrs.) -- Davitian & Silverstone
Strong relationships with chapter leaders are fundamental to achieving NTEU’s organizational goals and providing quality representation to employees. This course will provide training on conceptual frameworks for building, growing, and repairing relationships with leaders (both new and seasoned) based on emotionally intelligent, trust-based communication. This class is designed for any staff member that interacts with chapter leaders regularly, as attendees will learn practical tools and techniques during this class but will also leave with additional resources to strengthen those relationships.