



Federal Employment Law Training Group, LLC

FELTG OPEN ENROLLMENT REGISTRATION FORM

To process your registration, submit by: EMAIL (info@FELTG.com) OR FAX (206-350-2890)

FELTG Webinar Series 2023

The Federal Supervisor's Workshop: Building the Best Toolkit for Managing Today's Workforce

March 7: Why Supervisors Need to Use the Douglas Factors	April 4: 5 Keys to Implementing and Managing a Successful Performance Opportunity Period
May 2: They Just Won't Show Up: Handling Excessive Absence	June 6: Ensuring Accountability with Hybrid and Teleworking Employees
July 11: Trends in Hostile Work Environment Harassment: 2023 Edition	August 8: Providing Reasonable Accommodation for Invisible Disabilities
August 22: What Supervisors Should Know About Official Time	

Early Bird Tuition: \$270 per site, per session (payment required by Feb. 24)

Standard Tuition: \$295 per site, per session (payment received Feb. 25 or later)

Register for the first 6 webinars by Feb. 24 and pay only \$1,525!

*Sites who purchase the first 6 webinars may also purchase the final webinar for an additional \$270 (total cost \$1,795 for all 7 webinars). Teleworkers may add to main site registration for \$60 per session (space available basis). Rates per site, registrants must belong to the same physical office to add teleworkers. Separate registration required for different locations.

Payment information must be submitted for registration to be accepted.

Pay Now (Card will be charged when registration is processed.)

Pay Later (Credit card payments will be processed about one week prior to the training start date if Pay Now is not selected. Purchase document invoices will be submitted on last date of training with net 30 days terms.)

Total Price including teleworkers:

Registrant (webinar links will be sent to this person, additional space for teleworkers on page two):		Title:	
Agency:		Phone:	
Registrant Work Address including City / State / ZIP:			
Agency Billing Address including City / State / ZIP:			
Email:			
Credit Card Info	Card Number:		
Cardholder name:		Ex. Date:	CVV:
Cardholder email:		Cardholder phone:	

Credit card tuition charged approximately seven days prior to the first webinar of the series. Any registrations submitted after February 28 will be processed within seven days of receipt. **Early payment is available upon request and waives cancel policies.** Cancellations: There are no cancellations through Zoom. You may cancel up to **February 24, 2023** only by calling FELTG at 844.283.3584.

No refunds or credits for no-shows or cancellations made after February 24, 2023. FELTG reserves the right to modify or cancel programs with reasonable notice. If you do not receive an email validation from FELTG within seven days of submission YOU ARE NOT REGISTERED. Call us immediately. Registrations confirmed subject to availability. FELTG can not verify remote participation.



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Registrant and teleworker names and emails (webinar link will be sent to these people):

Join as a webinar and view through the internet **if permitted by agency firewall/security settings**. FELTG does not guarantee this access is available. Registrant will be provided access to a copy of the materials and dial-in directions.

All registrants will receive validation of enrollment from FELTG, and separate confirmation notice from Zoom with a unique link. Access emails can not be shared or forwarded. Retransmission by any means to a site other than the registered site is not permitted.

Registrant will receive a final log-in/dial-in directions **reminder email 24 hours before your webinar** and FELTG will not accept sub requests after this email goes out.

Check SPAM folders and firewall settings to be sure you do not miss this access information.