



Federal Employment Law Training Group, LLC

FELTG OPEN ENROLLMENT REGISTRATION FORM

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

FELTG Webinar Series 2021

Supervising Federal Employees: Managing Accountability and Defending Your Actions

March 9: The Foundations of Accountability: Performance vs. Misconduct	June 15: Tackling Leave Issues I
March 23: Disciplining Employees for Misconduct, Part I	June 29: Tackling Leave Issues II
April 6: Disciplining Employees for Misconduct, Part II	July 13: Disability Accommodation in 60 Minutes
April 20: Writing Effective Performance Plans	July 27: Intentional EEO Discrimination
May 4: Handling an Unacceptable Performance Case	August 10: Combating Against Hostile Work Environment Harassment Claims
May 18: Addressing Special Challenges with Performance	August 24: EEO Reprisal: Handle It, Don't Fear It
June 1: Providing Performance Feedback That Makes a Difference	August 31: Supervising in a Unionized Environment

Early Bird Tuition: \$240 per site, per session (payment required by Mar. 1)

Standard Tuition: \$270 per site, per session (payment made Mar. 2 or later)

Register for the first 13 webinars by March 1 and pay only \$2,925!

*Sites who purchase the first 13 webinars may also purchase the final webinar for an additional \$225 (total cost \$3,150 for all 14 webinars). Teleworkers may add to main site registration for **\$50 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 (Credit card payments will be processed about one week prior to the training start date if Pay Now is not selected.)

Pay Later (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:	
Address:			
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 March 1 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 26, 2021** only by calling FELTG at 844.283.3584.

No refunds or credits for no-shows or cancellations made after February 26, 2021. 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 or Webex 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.