



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 2020

Supervising Federal Employees: Managing Accountability and Defending Your Actions

March 3: The Foundations of Accountability: Performance vs. Misconduct	June 9: Tackling Leave Issues I
March 17: Writing Effective Performance Plans	June 23: Tackling Leave Issues II
March 31: Preparing an Unacceptable Performance Case	July 7: Combating Against Hostile Work Environment Harassment Claims
April 14: Addressing Special Challenges with Performance	July 21: Intentional EEO Discrimination
April 28: Providing Performance Feedback That Makes a Difference	August 4: Disability Accommodation in 60 Minutes
May 12: Disciplining Employees for Misconduct, Part I	August 18: EEO Reprisal: Handle It, Don't Fear It
May 26: Disciplining Employees for Misconduct, Part II	September 1: Supervising in a Unionized Environment

Early Bird Tuition: \$240 per site, per session (payment required by Feb. 24). **Standard Tuition: \$270 per site, per session** (payment made Feb. 25 or later).

Register for the first 13 webinars by February 24 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 \$40 per session (space available basis).

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.

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Credit card tuition charged approximately 7 days prior to the first webinar of the series. Any registrations submitted after February 24 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 21, 2020** only by calling FELTG at 844.283.3584.

No refunds or credits for no-shows or cancellations made after February 21, 2020. 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.