



Blacks In Government



2021 Virtual National Training Institute “Training Matters – Roadmap to Securing Your Career Goals!”



**National Training Institute and Registration Information
Virtual Training Conference
August 23-26, 2021**



BLACKS IN GOVERNMENT 2021 VIRTUAL NATIONAL TRAINING INSTITUTE

BIG's 2021: "Training Matters – Roadmap to Securing Your Career Goals"

GREETINGS FROM THE NATIONAL PRESIDENT



Greetings NTI Attendees,

We are making history together! So, let me start by thanking you for going on this journey with us and choosing this opportunity to attend the Blacks In Government (BIG) National Training Institute (NTI) being held virtually for the very first time. And, I commend you for your commitment to career development in deciding to attend the 2021 NTI in this new format. Our theme, "BIG's 2021 Training Matters—Roadmap to Securing Your Career Goals", indicates our continuing commitment to deliver training that will support your desired outcomes. Our NTI over the years has provided you with tremendous opportunities to elevate your career growth and we will deliver those same opportunities again this year.

Whether you are a federal, state, or local government employee, the NTI has workshops, mentoring, networking, and information sharing opportunities to facilitate the development of your workplace skills, giving you a plan and a structure to become the catalyst for change that connects, supports, and harnesses your future self! The NTI, along with other BIG programs and initiatives that we deliver throughout the year, is an effective mechanism to energize your thinking, prepare you for success in the workplace, and help you effectively meet challenges within your community. And, through our agency forums, this training opportunity facilitates active and practical discussions on the many recent changes in public service. In fact, with over 40 workshops and agencies forums featuring a variety of superb speakers, an array of critical topics and special enhancement programs, this NTI will indeed prove to be four extraordinary days of first-class training!

To our numerous corporate sponsors, hosts, donors, supporting partners, and member donors, we extend our sincere thanks and appreciation to each of you for supporting our BIG National programs, services, and initiatives to ensure BIG remains the premiere employee resource organization of choice for government employees. We are committed to equity, excellence, and opportunity for ALL.

Congratulations to Region XI for assisting with the planning and hosting of a truly dynamic NTI. Special thanks also goes to the National Training Chair, Paula E Davis; the National Training Deputy Chair, Ms. Melinda Deloatch-Speight, the Host City Coordinator, Mr. Stephan Matthews; and the entire 2021 National Training Committee for their relentless dedication, commitment, and fortitude in ensuring the unwavering success of this 2021 NTI. I further convey my sincerest gratitude to the National Board of Directors, National Executive Committee, and all BIG members for your continued support of our great organization. Again, welcome to YOUR First Virtual National Training Institute.

Sincerely,

HONORABLE Shirley A. Jones, Esq.

GENERAL INFORMATION



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INVITATION TO THE BIG NATIONAL TRAINING INSTITUTE

The National Organization of Blacks In Government, Inc. (BIG) extends an invitation to you to attend the 2021 National Training Institute (NTI), August 23-26, 2021. This year's NTI theme, "BIG 2021 Training Matters – Roadmap to Securing Your Career Goals," will highlight recent changes in public service, as well as prepare employees to successfully manage their careers. The NTI is endorsed by Government agencies at the Federal, State, and Local jurisdictions. The NTI also affords participants an opportunity to strategically focus on enhancing their required core competencies and thereby, promotes career development and advancement.

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. BIG was created in 1975 and incorporated in 1976 as an employee advocacy and professional development association and held its first NTI in 1978. BIG is a National Organization committed to improving public service through promoting equity, excellence, and opportunity in the workplace.

NTI PURPOSE

- ◆ Training
- ◆ Professional Development
- ◆ Skills Enhancement
- ◆ Mentoring and Networking
- ◆ Job Opportunities

METHODS OF REGISTRATION

The NTI is a nationwide response to train and develop individuals into subject-matter experts and senior leaders, so that they will be able to perform the critical tasks of providing services 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-based functions necessary for the general welfare of the citizenry, and inclusive of programs and benefits.

TRAINING LOCATION

VIRTUAL TRAINING PLATFORM

COST OF TRAINING

Full NTI Registration:

BIG Member	\$399.00
BIG Retired Member*	\$175.00
Non-Member	\$599.00

* An active/financial member of BIG in any membership category and is retired from employment. Your dues must be current at the time you register for the Institute and remain current through the Institute, or you will be charged the non-member rate. Verification of retirement status (SF-50 or 2019 Form 1099R, Photo ID, etc.) must be presented by email to receive rate.

PREFERRED METHOD - ONLINE: For immediate processing, register at www.biqnet.org.



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PLEASE SEND ALL INQUIRES REGARDING
REGISTRATION VIA EMAIL TO
registration@bignet.org

Credit Card/debit card, Agency Check, training authorization with complete funding codes and vendor billing information.

REGISTRATION PROTOCOL

Registration: A **confirmation email** will be forwarded to the attendee upon receipt of the completed Registration Form and full remittance by credit card or check. Conference materials will be provided via electronic format, along with other NTI information.

SUBSTITUTIONS

Substitutions are allowed by individuals within the same agency/company. Substitutions should have the same member/nonmember classification so that the payment is an even exchange transfer of payment. Please email your request, along with a completed registration form for the substitute attendee, to registration@bignet.org.

REFUND AND CANCELLATION POLICY

A **written cancellation notice** must be received by The BIG National Secretary at nationalsecretary@bignet.org dated no later than **August 1, 2021** to obtain a refund. All cancellations will be assessed a \$250.00 processing fee (including credit card debit transactions). No request for refunds or cancellations will be honored after **August 1, 2021**. Confirmed registrants "no shows" are liable for the full amount of the registration fee. All refunds will be processed 30 days after the official NTI closing date.

BIG AMERICANS WITH DISABILITY ACT (ADA) POLICY

BIG supports the Americans with Disabilities Act. Questions related to specifically-needed services may be directed to the Blacks In Government National Office via e-mail to: BIGNATIONAL@BIGNET.ORG.

OPENING PLENARY

The Opening Plenary, held on Monday morning, August 23, 2021, serves as the inauguration of the NTI. This session highlights organizational and local dignitaries and special guests. The keynote speaker will set the tone for the NTI and educational workshops. **This session will be pre-recorded.**

NTI TRAINING SESSIONS

Beginning Monday morning, August 23, 2021, the NTI will provide educational, interactive, and highly motivational workshops. Some workshops will offer continuing professional education (CPE) credit and continuing educational units (CEUs). Experienced professionals such as accredited university professors, government senior leaders, and private sector subject matter experts, will provide quality training sessions. These workshop sessions will be geared towards professional development in the areas of public administration, leadership, acquisitions, financial management, information technology, program management, and project management. During June 2021, a detailed schedule of sessions will be posted to BIG's website at www.bignet.org.

EXHIBITS/TRADE SHOW

The exhibitors' showcase will feature numerous government agencies, Fortune 500 companies,



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consultants, universities and colleges, and entrepreneurs. These exhibitors will provide a wide array of information especially in the areas of educational, career, and recruitment program opportunities.

CAREER FAIR

Thinking about a career change? The exhibitors' showcase will also include a "Career Fair" from August 23-26, 2021.

SPECIAL ENHANCEMENT PROGRAMS

Agency forums, State and Local forums, Memorial Wall Program for fallen members, Legislative Forums, BIG Health Forum, Youth Programs, Officer Leadership Training, and Town Hall Meetings are categories under the Special Enhancement Programs (SEPs). These categories are designed to increase participants' awareness of societal forces affecting today's workplaces and communities.

CLOSING PLENARY

The Closing Plenary will convene on Thursday afternoon, August 26, 2021. The dynamic keynote speaker will close out the NTI activities.

CUSTOMER SERVICE DESKS

Virtual Customer Service Help Desks will be strategically handled virtually for any registrant needing information regarding the NTI. Hours of operation will coincide with the registration hours.

AUDIO/VIDEO TAPING AND WEBCAST

Major plenary sessions, special enhancement presentations, and workshops will be professionally taped and/or webcast during the NTI. A listing of venues that are taped or webcast will be noted in the final program guide. Participants **may not** tape or videotape the plenary sessions, special enhancement programs, or any of the workshops or

special events. Regular cameras may be used for candid photos of any event.

FEEDBACK

Your feedback is very important in planning future National Training Institutes. Please complete the electronic overall Institute evaluation form and submit to the email identified on the form.

ADDITIONAL INFORMATION

For more information on the National Institute, visit our website at: www.bignet.org.



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TRAINING INSTITUTE AGENDA *(subject to change)*

Sunday, August 22, 2021

9:00 am - Until Delegates Assembly

Monday, August 23, 2021

8:00 am – 5:00 pm	PMP Certification Course tentative
9:00 am – 12:00 pm	Opening Plenary
9:00 pm – 5:00 pm	Virtual Exhibits/BIG Store
12:15 pm – 1:00 pm	First Time Attendee presentation
1:00 pm – 5:00 pm	Concurrent Workshops/Agency Forums /SEPs
1:00 pm – 5:00 pm	EEO Institute
1:00 pm – 5:00 pm	Agency Forum

Tuesday, August 24, 2021

8:00 am – 5:00 pm	PMP Certification
8:00 am – 5:00 pm	Agency Forum
8:00 am – 5:00 pm	EEO Institute
8:00 am – 5:00 pm	Concurrent Workshops/Agency Forums/SEPs
9:00 am – 5:00 pm	Virtual Exhibits/BIG Store
11:30 am-1:00 pm	State and Local Government Forum
7:00 pm – 8:00 pm	Memorial Wall

Wednesday, August 25, 2021

8:00 am – 5:00 pm	PMP Certification
8:00 am – 5:00 pm	EEO Institute
8:00 am – 5:00 pm	FLAG Program and Youth Summit
8:00 am – 5:00 pm	Concurrent Workshops/SEPs
9:00 am – 5:00 pm	Virtual Exhibits/BIG Store
4:00 pm – 6:00 pm	DSHOF and New Life/Gold Plus Members Recognition
1:00 pm – 3:00 pm	Legislative Forum
7:00 pm – 8:00 pm	BIG Memorial Wall Program
8:00 pm – 1:00 am	Virtual Gospel Event

Thursday, August 26, 2021

8:00 am – 5:00 pm	PMP Certification
8:00 am – 5:00 pm	EEO Institute
8:00 am – 12:00 pm	Concurrent Workshops/SEPs
9:00 am – 5:00 pm	Virtual Exhibits/BIG Store
1:00 pm – 3:00 pm	Closing Plenary



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AGENCY FORUMS

The following is a partial listing of agencies that have been invited to hold forums at the National Training Institute. Room assignments and related information will be available at the BIG Customer Service Desks.

Central Intelligence Agency	U.S. Department of Commerce
Defense Logistics Agency	U.S. Department of Defense
Environmental Protection Agency	U.S. Department of Education
Equal Employment Opportunity Commission	U.S. Department of Energy
Federal Aviation Administration	U.S. Department of Health and Human Services
Food and Drug Administration	U.S. Department of Homeland Security
General Services Administration	U.S. Department of Housing and Urban Development
Internal Revenue Service	U.S. Department of Interior
National Aeronautics and Space Administration	U.S. Department of Justice
National Guard Bureau	U.S. Department of Labor
National Institutes of Health	U.S. Department of Navy
Office of Personnel Management	U.S. Department of State
Patent and Trademark Office	U.S. Department of Transportation
U.S. Agency for International Development	U.S. Department of Treasury
U.S. Coast Guard	U.S. Department of Veterans Affairs
U.S. Department of Agriculture	U.S. Forest Services
U.S. Department of Air Force	U.S. Government Accountability Office
U.S. Department of Army	U.S. Marine Corps



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TRAINING SESSIONS

Federal, State, and Local government employees must change the way they do business if they are to remain competitive and meet the demands of today's technologically advanced society. Government employees must develop a comprehensive and diverse resume' by seeking more educational and training opportunities to increase their professional and personal skills. As organizations change their requirements for recruitment at the novice, mid-level, and senior level, government employees must understand the importance of having the required skills to help an organization meet the challenges of accomplishing the mission.

The workshops will be centered on the training offered by the Office of Personnel Management for employee development. Federal, State, and Local government employees can use the skills that will be taught. The 2021 Virtual National Training Institute (NTI) training sessions will allow attendees to select training that addresses their particular needs.

Visit BIG's website at www.bignet.org, for a list of specific course titles and descriptions. All training sessions will be presented at the National Training Institute during the week of August 23-26, 2021. Several of the courses will have Continuing Professional Education (CPE) units and Continuing Leadership Points (CLP).

Each training session will be identified by a subject category two-letter code noted below:

Training Categories:

CD	Career Development	HW	Health Awareness and Wellness
CS	Communications Skills	IT	Information Technology
DM	Diversity Management	LM	Leadership and Management Skills
EEO	BIG EEO Institute/ EEO/Personnel	PQ	Personal Performance/ Quality of Life
FM	Financial Management	TP	Technical and Professional Skills
HR	Human Resource Management		

Blacks In Government (BIG) reserves the right to substitute or cancel training sessions due to circumstances beyond our control. Cancellation 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

The Career Development category not only includes training sessions that provide career-planning strategies, tools, and techniques that can be used effectively to overcome obstacles to career advancement but also focus on building coalition through networking, office savvy and the value of negotiating. The training focuses on building a more productive career while developing new skills through education and applied experiences while developing core leadership competencies of leading people, continual learning and development, and goal setting, and the impact of security issues and information technology.

CS Communication Skills

Proficient verbal and non-verbal communications is a craft. The ability to effectively communicate at all levels within the workplace is critical to the survival of the employee and organization as a whole. Effective communication encourages creativity and innovation, employees are aware of what is impacting the organization and are empowered with knowledge; and are more acceptable to change even if they do not agree. Also, it determines the quality of our everyday environment and stretches across our community, workplace, and family life. During these lean times of doing more with less, employers value those who can effectively communicate well verbally and nonverbally. This training category features training that provides tools for overcoming barriers to effective communication and techniques for communicating effectively in the office as well as environments outside of the confines of the organization.



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DM Diversity Management

Diversity management is the key to growth in today's aggressively competitive global economy. Diversity management is the strategy of using best practices with proven results to find and create a diverse and inclusive workplace. Successful strategies link diversity progress directly to business results. Governments that seek global market relevancy must embrace diversity – in how they think, act, and transform. This area is not just about making the numbers; it provides perspectives regarding the future of diversity and some of the new best practices that will allow diversity to play a more strategic role in fostering sustainable business success. This category may address understanding different cultural practices, myths/ untruths, and worldviews; and cross-cultural and social attributes and experiences.

EO BIG EEO Institute

The BIG Equal Employment Opportunity (EEO) Institute facilitates workshops, panels and specialized presentations centered precisely on federal, state, and local government EEO, affirmative employment and diversity (Executive Order 13583: Establishing A Coordinated Government-Wide Initiative To Promote Diversity And Inclusion In The Federal Workforce Issued August 18, 2011) issues in the workplace. This involves, but is not limited to, filing and formulating EEO complaints, regulatory timeframes, employee rights, settlement agreements, alternative dispute resolution (Mediation), and employee appeals rights. The BIG EEO Institute provides training for BIG members appointed to positions of advisement within the organization to assist employees in the EEO Complaint Process. Strongly encourage establishing partnerships with other affinity groups, unions, and agency officials/senior management to discuss Agency recruitment/hiring and affirmative action plans, MD-715 and 462 reporting, special emphasis programs, underrepresentation, and other topics that affect public service employment.

EO BIG EEO Institute con't

All EEO-related training vendor applications shall be referred to the National AE/EEO Chairman/Committee for approval for BIG EEO Institute presentation(s).

FM Financial Management

This category includes traditional introductions to personal investments and organizational finance as well as significant features on how sound financial management provides vital information, financial services, and policy support within government at all levels. Building one's financial portfolio by understanding the various financial tools and how to best secure your financial stability: your retirement benefits, long-term insurance, credit management, and wealth building. Financial tools that address recommended solutions to enhance readiness and leverage financial management information for strategic planning, budgeting/forecasting, implementation; and risk management, accounting, and data management will be introduced.

HR Human Resource Management

In several organizational studies, resource management is the efficient and effective deployment of an organization's resources when and where they are needed. The ability of manage human capital, financial and information resources strategically are paramount to the organization. Identifying the organizational goals, budget considerations, and staffing needs are essential. This category will identify a variety of best practices and other critical activities that are vital to deciding staffing needs, managing what you have, and providing the human resource expertise, services, and IT infrastructure. Focus on understanding and appropriately applying principles, procedures, requirements, and policies related to specialized expertise. The topics will encompass these factors with emphasis on the importance of recognizing organizational cultural and environmental aspects to maintain an essential partnership in developing and executing organizational strategies.

HW Health Awareness and Wellness

As the workforce is living longer and retiring later, it is imperative to keep people healthy and productive. Topics are designed to increase awareness of various health issues on prevention, various diseases within ethnic/ minority populations, wellness to include nutrition and exercise, social and mental health and health disparities across populations. This category will focus on healthy



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strategies that affect work productivity and career advancement.

IT Information Technology

This is the age of technology. Computers have become essential tools for integrating the many elements of information technology (IT). Learn innovative technology and advance your career with our career-related information technology training. This category provides training in the skills needed to participate in and support the increasingly visible role of information technology in daily life successfully. The training will identify current methods, concepts, and practical applications of IT both within and outside the workplace and address the most common challenges faced by IT generalists. Training sessions cover a broad range of IT related topics such as computing, basic technology, webinar, social media, information security/privacy software applications, E-Commerce, telecommunications, and the Internet.

LM Leadership and Management Skills

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 ranges from sessions designed to create a foundation and enhance leadership skills for new and entry-level managers to executive training for senior level managers. The topics covered include

LM Leadership and Management Skills cont.

making the transition to management to leadership through building on experience and training aligning with the core leadership competencies such as coaching, negotiation, conflict resolution, team

building, managing change, accountability, flexibility, vision, problem-solving, resilience, strategic planning, and preparing for SES. In preparation, one must review the effectiveness of their core qualifications for proficiency.

PQ Personal Performance/Quality of Work Life

Many organizations are increasingly recognizing the value of human capital. Personal and professional performance is of paramount importance in improving workforce productivity. A good approach to personal performance and quality of life issues leads to better morale. Employees who develop a proper balance between personal and professional performance can serve the organization better by contributing fresh and creative approaches to workplace challenges. This training category may include time management, stress management, conflict management, managing anger, working effectively with others, the challenges of life, and building self-esteem, demonstrate a good quality of life.

TP Technical and Professional Skills

All public and private organizations continue to search the workforce for quality employees with various subject matter experts required to succeed in the future. Within the next five to six years, the government agencies at federal, state, and local sectors as well as many private companies will lose a significant number of employees to retirement. Key leaders will be invited to present several training sessions necessary for employees to obtain and maintain their certification in financial management, acquisitions, accounting, program management, project management, and information technology.