

2018



Attendee Package

Joint Employee Association

Training Conference

September 11 - September 13



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FAA 2018 Employee Associations Training Conference

Office of the National President

Letter to Our Potential Attendees

On behalf of the leadership for the 2018 Federal Aviation Administration (FAA) Employee Association Training Conference Committee, we invite you to attend this years' Joint National Training Conference scheduled for September 11-13, 2018 at the Four Points by Sheraton Hotel in Des Moines, Washington. This years' theme is "**United through Leadership.**" Five FAA organizations: Technical Women's Organization (TWO), National Coalition of FAA Employees with Disabilities (NCFAED), National Asian and Pacific American Association (NAPA), Native American and Alaskan Native Coalition (NAAN), and the Gay, Lesbian and Bisexual Employees Organization (FAA GLOBE) have partnered to host this year's conference. We look forward to you joining us in celebrating TWO's 30th anniversary at this years' conference.

Our training conference provides its members and guests with technical, management, leadership and project management training to help support the agencies mission and training goals while increasing the number of highly skilled employees within the aviation community. We are pleased that you are able to participate in our training sessions, networking opportunities and information exchange.

If you need more information on Sponsorship, please contact Silas Manuel by phone at (240) 603-3861 or by e-mail at SilasJManuel@outlook.com. If you have additional questions about our training, please feel free to contact me at maria.killian@faa.gov.

We look forward to your participation in our 2018 Federal Aviation Administration (FAA) Employee Association Training Conference.

Sincerely,

Maria A. Killian

National President
Technical Women's Organization

About the Organizations

Technical Women's Organization (TWO)

TWO is comprised of diverse, creative, energetic, and talented professionals representing a cross-section of technical and business organizations committed to being a powerful, courageous voice for positive change. Our mission is to increase the number of qualified women in technical careers and to maximize the contribution of technical women in the aviation industry.

TWO's goals are to:

- Maintain and enhance internal and external communication through a variety of media.
- Sponsor and partner with professional organizations in technical activities to provide career enhancement, professional development and networking opportunities for members.
- Strengthen recruitment efforts and resources to facilitate hiring of technical women into the FAA workforce.
- Establish and maintain partnerships with FAA management, corporate sponsors and other organizations so members may effectively support the FAA mission and goals.

National Coalition of Federal Aviation Administration Employees with Disabilities (NCFAED)

The mission of NCFAED is to ensure that qualified individuals with disabilities are afforded an equal opportunity to participate in the hiring processes within the Agency. Then, once aboard, those employees who are considered disabled shall be recognized for their abilities, rather than their disabilities when competing for advancement.

NCFAED is also dedicated to the goals of collaboratively providing employees with the prospects and opportunities to make choices which will allow them to maximize their development, independence, and enable them to integrate their talents within the Agency. NCFAED's goal is to provide education and access to training, tools, technology to increase skills and obtain certifications necessary to advance at the FAA.

National Asian and Pacific American Association (NAPA)

Since 1988, the FAA's National Asian and Pacific American Association has been recognized for providing leadership and professional growth and development support to its members. NAPA also provides its membership with pertinent information on technical and business information to elevate and promote

the Asian American and Pacific Islander experience in the Federal Aviation Administration. NAPA proudly encourages the continued professional excellence of our members; promotes equal opportunity and affirmative action at FAA; and facilitates mentoring and networking opportunities to support the development of all FAA employees to strive to meet the FAA's mission.

Native American/Alaska Native (NAAN)

The NAAN Coalition for FAA Employees is an employee association officially recognized by the US Department of Transportation and the FAA. NAAN is a non-profit organization that serves as an advocate for occupational diversity issues affecting minorities and women of the Federal Aviation Administration.

NAAN is committed to:

- Promote equal opportunity by assisting in recruitment development, retention, and promotion of minorities and women.
 - Educate members and non-members concerning rights and personnel actions.
 - Provide a liaison between special emphasis groups, FAA employees and managers.
 - Establish a nationwide communication system among members.
- Improving employee/management relations.

Organization for Gay, Lesbian, Bisexual and Transgender Employees (FAA GLOBE)

The FAA's Gay Lesbian or Bisexual Employees Organization (FAA GLOBE) is a non-profit professional organization which acts as an advocate for equitable representation and opportunities in employment, development, and leadership.

The mission of FAA GLOBE is to eliminate prejudice and discrimination against Gay men, Lesbians, Bisexuals and Transgender individuals by educating colleagues and increasing the technical, business, professional, leadership, and management skills of the FAA's workforce.

GLOBE's goal is to bring about a workplace that is free of prejudice and discrimination based on sexual orientation through education and awareness of issues affecting gay men, lesbian, bisexual, and transgender employees.

Conference Attendees

Why you should attend?

- Want to know about Unmanned Aircraft in the NAS? Increase your knowledge of the National Airspace System (NAS) and current FAA topics.
- Pursuing your Project Management Professional (PMP) Certification? Come to our PMP Boot Camp.
- Need to harness Constructive Feedback? Attend our Constructive Feedback training course.
- Gain leadership insight from a 2018 Hall of Fame Astronaut and Aviator.
- Develop your understanding of the agency vision and future.

FAA Joint National Training Conference

The 2018 Joint National Training Conference will be held September 11-13, 2018, at the Four Points by Sheraton in Des Moines, Washington. The year's theme is ***"UNITED THROUGH LEADERSHIP"***. Our conference will include four training tracks with more than 20 instructor led courses over three full days. The training will provide the current information necessary to increase knowledge, sharpen concepts and refine skills to enhance employee performance and increase proficiency for career enhancement.

The conference is being hosted by:

Technical Women's Organization (TWO)

National Asian & Pacific American Association (NAPA)

National Coalition of Federal Aviation Employees with Disabilities (NCFAED)

National Native American Alaska Native Coalition (NAAN)

FAA Gay, Lesbian or Bisexual Employees (FAA GLOBE)

We look forward to seeing you in Seattle in September.

Conference Training Tracks

Technical Track

Is your schedule too demanding to attend training? Add the current updated tools and techniques to your technical skills repertoire. Increase your awareness of changes in FAA guidance and refresh your knowledge on specific tasks.

Courses include: Core NAS Policy Compliance, Electronic Safety Qualified Persons and Lock Out Tag Out.

Management Track

To excel as a manager, you'll need to know how to motivate, how to coordinate, and how to implement to achieve your goals. Update the management tools in your toolbox with time-tested techniques. Learn how to effectively work with employees through a combination of coaching, mentoring and increased emotional intelligence.

Courses Include: *Providing Constructive Feedback, Valuing Diversity and Inclusion, Unmanned Aircraft Overview, and NextGen Overview: SWIM Portfolio.*

Leadership Track

Find out what it takes to be a leader. Clarify your leadership vision. Add to your leadership skills to become the leader you want to be. Surround yourself with the top movers and shakers at the agency. Surround yourself with the top Agency movers and shakers, who will empower you to succeed.

Courses include: *Who wants to be a Leader?, Career GPS, Crucial Accountability and Can we Agree to stop calling Them 'Soft Skills'.*

Project Management Track

Master the skills you need to be a Project Manager. Gain In-Demand knowledge as you prepare for the PMP Certification Exam. Learn the current industry standards from Project Management Institute, how the exam is structured and successful test taking strategies for the exam.

Course include: *PMP BootCamp Instruction, study materials, additional practice exams (optional - for fee) and continued support until you pass the exam.*

Training Courses

TECHNICAL TRACK

ESQP

Electrical Safety Qualified
Persons including
Lock Out Tag out

CNPC

Core National Airspace System
(NAS) Policy Compliance

QC

Quality Control
Part I & II

ORM

MANAGEMENT TRACK

STRESS:

a Holistic Approach
Healing your Body

STRESS:

a Mental Health Matter Healing
your Mind

NextGen

a SWIM Portfolio Overview

Soft Skills

Dealing with Prickly People:
Giving and Receiving
Constructive Feedback

CEDAR

Comprehensive Electronic Data
Analysis and Reporting

TSAP

Technical Operations Safety
Action Plan

COMMUNICATION

Communicating with
Tact, Diplomacy and
Professionalism

COACHING

Conflict Coaching

DATA COM

DataCom and SWIM

BENEFITS

Workmen's Compensation

LEADERSHIP TRACK

LEADER

Adaptive Leadership

COACH/MENTOR

Coaching vs. Mentoring

DIVERSITY

Leveraging the Power of
Inclusion

COMMUNICATION

Effective Communication: How
Was Your Day?
Part I & II

LEADERSHIP

Ego Free Leadership:
Ending Your Unconscious Habits

CAREER DEVELOPMENT

Who Wants to be a Leader

CAREER PLANNING

Career GPS
Career Planning Tools

PROJECT MGMT TRACK

PMP

Project Management
Professional Boot Camp
Prepare for your PMP Exam

Sponsorship

We are also seeking Sponsors for the 2018 Joint Training Conference.

Supporting our mission

Sponsorship provides many advantages to all participants of the employee association. These include:

- Providing state of the art leadership and training opportunities for employee association members and industry colleagues.
- Increasing opportunities to eliminate the underrepresentation of women, minorities and people with disabilities in FAA hiring, promoting and training.
- Increasing leadership opportunities within Science Technology, Engineering and Mathematics (STEM) career fields.
- Enlarging the number of eligible students in the pipeline for careers in aviation through scholarships.
- Strengthening the academic opportunities and paths into the Aviation industry.

Why Sponsor?

Sponsoring provides the following advantages:

- Sponsoring our training conference provides a company the ability to promote education and skills training within the aviation community.
- Support for the Centers of Excellence enhances process efficiency and operational effectiveness of the National Airspace System (NAS) personnel as they work to support the FAA Mission.
- Increased awareness about critical systems, essential operations and new regulations that maintain FAA business processes, aviation operations and future technology is extremely valuable.
- Meet and network with FAA leadership, operational and support personnel which represent all areas of the FAA nationwide

Sponsorship Levels

Spotlight your company with special recognition and enhanced corporate identity that comes from sponsoring an event at the Employee Association Bi-Annual Training Conference. In addition, your products, services, messages and brand will be prominently displayed for all conference attendees. Our team will work closely with sponsors and corporate partners to select the appropriate level to meet your needs or design opportunities that meet your specific promotional objectives. Select your sponsorship level or build your own package.

Select one of the following levels:

Includes (See Additional Details)	Dreamliner \$7000	Gulfstream \$5000	Citation \$3000	Skyhawk \$1500	Piper \$1000
Registration Pass(s)	2	1			
Exhibit Table	X	X	X	X	
Program Recognition	X	X	X	X	X
Website Recognition	X	X	X	X	X
Signage Recognition	X	X	X		
Opening Session Podium Time	X	X			
Literature in Conference Bag	X	X	X		
Premium Seating at Lunch (with FAA Leadership)	X				
Breakfast Sponsor	X				
Luncheon Sponsor					
Break Sponsor					
Networking Event Sponsor					
Hospitality Sponsor					

Not interested in any of the packages above? Build your own sponsorship package.

Build your own package:

Breakfast Sponsor	Luncheon Sponsor	Break Sponsor	Evening Social Sponsor
\$4000	\$8000	\$2500	\$5000*

Hospitality Suite Sponsor	Exhibit Table	Program / Website Recognition	Signage Recognition
\$1500	\$500	\$100	\$500

*Tuesday and Thursday Only

Breakfast Sponsor- Sponsor the daily breakfast. Attendees start their day with your company branding.

Luncheons Sponsor - Meet and network with attendees. This no-sell meet up allows you to interact with conference agency leadership, attendees and customers.

Break Sponsor - Sponsor a coffee and refreshment break. Attendees will experience a brief intermission to re-energize.

Event Social Sponsor - (i.e. President Reception, Networking Reception etc.) Bring attention to your company by sponsoring these events with hors d'oeuvres following the training sessions. Be recognized by showing your support for the FAA.

Hospitality Suite - Bring attention to your company by sponsoring the VIP break area. Be recognized by showing your support for the FAA.

Additional Details:

- Sponsor Exhibit Table – standard 6 or 8 foot table depending on availability
- Company logo must be high resolution
- Company information for website limited to 100-word description
- Company journal advertisement size is based on sponsorship level
- Sponsor literature placed in each registration bag
- Sponsor logo displayed on monitors or screens before presentations

Payments

Conference Registration

<http://www.technicalwomen.org/conference-registration/>

Sponsorship Information

Contact

Silas Manuel

240-603-3861

SilasJManuel@outlook.com

Payment

<http://www.technicalwomen.org/conference-sponsorship/>

Checks Payable to:

2018 FAA Joint Training Conference

Mailed to:

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