

# 2010 SkillPath Seminar Schedule

The Chicago Federal Executive Board (CFEB) in collaboration with SkillPath Seminars has scheduled the following training seminars for January 2010 - December 2010:

Date	Course	Location – Metcalfe Building
Jan 21	Managing Multiple Projects, Objectives and Deadlines	Room 331
Feb 11	The Essentials of Communicating with Diplomacy and Professionalism	Room 331
Mar 4	Business Writing and Grammar Skills	Room 331
Mar 25	Stress Solutions	Room 331
Apr 8	Dealing with Negative Attitudes in the Workplace	Room 331
Apr 29	The Conference for Administrative Assistants	Room 331
May 27	Coaching and Teambuilding Skills	Room 331
Jun 17	Conflict Resolution & Confrontation Management	Room 331
Sep 9	Presentation Skills	Room 331
Oct 7	The Essentials of Excellent Customer Service	Room 331
Oct 21	Sparking Innovation and Creativity	Room 331
Nov 4	Excelling as a Highly Effective Team Leader	Room 331
Nov 18	How to Deal with Difficult People	Room 331
Dec 16	Assertive Communication Skills	Room 331

**Cost:** \$58.00 per attendee - (A SUBSTANTIAL SAVINGS OVER OPEN-MARKET PRICES)

**Location:** Metcalfe Federal Building, GSA Conference Centers, 77 W. Jackson Blvd., Chicago, Illinois 60604.

**Registration:** Complete the attached registration form for each employee and e-mail to the FEB Project Director at [ChicagoFEB@gsa.gov](mailto:ChicagoFEB@gsa.gov) or fax it to (312) 353-3058. Please be sure to register early as the classes fill quickly.

**Payment:** Credit card payments with government purchase cards; checks and electronic funds transfer. Confirmation of payment and registration is provided upon completion of processing. **"NO CANCELLATION" POLICY** - Your agency may send a replacement participant.

**Course Descriptions:** You may view the complete course descriptions at <http://skillpath.com>.

**Questions:** If you have any questions, please contact the FEB Project Director, at (312) 886-2296 or [ChicagoFEB@gsa.gov](mailto:ChicagoFEB@gsa.gov).



# Chicago Federal Executive Board/SkillPath Training Registration Form

**Sessions begin promptly at 9:00 a.m. (8:30 check-in) and end at 4:00 p.m. Participants should on time and should not leave before the session ends.**

**Date of Seminar:** \_\_\_\_\_ **Title of Seminar:** \_\_\_\_\_

Name of Attendee: \_\_\_\_\_ Title: \_\_\_\_\_  
Agency: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Agency Head: \_\_\_\_\_

Payment Methods:  Visa  Master Card  Check No: \_\_\_\_\_  
Please make checks payable to:  
**Chicago Federal Executive Board**

**Credit Card Number:** \_\_\_\_\_ **Name on Credit Card:** \_\_\_\_\_  
**Expiration Date:** \_\_\_\_\_ **Card Holder E-mail:** \_\_\_\_\_  
**Card Holder Phone Number:** \_\_\_\_\_

Credit Card Billing Address: Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Billing Contact: Name: \_\_\_\_\_  
(if not paying by credit card) E-Mail: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
**Amount:** \$ \_\_\_\_\_ Purchase Order # (if applicable): \_\_\_\_\_ Authorization Code (if applicable): \_\_\_\_\_

**FEB Tax ID number is 80-0344753** Registration Cost: **\$58.00**, begins upon receipt of this email, and will continue to be accepted until enrollment capacity is reached.

**Check Payments:** Please make checks payable to "Chicago Federal Executive Board"--Mail to: Chicago Federal Executive Board, 230 S. Dearborn, Suite 3770, Chicago, IL 60604.

**Cancellation/Substitution Policy:** Unforeseen circumstances may preclude an individual from attending. **Refunds will not be made** once payments are processed. **However, we encourage agencies to select another person to attend the seminar.**