

# 44th National Training Institute

28-31 August 2023



## Registration Booklet



Hon. Shirley A. Jones Esq.,  
President, Blacks In Government

**"ACCEPT THE CHALLENGE, EXCEED THE STANDARD  
THROUGH PROFESSIONAL DEVELOPMENT"**

Gaylord National Resort & Convention Center  
201 Waterfront St. - National Harbor, MD 20745



**BLACKS IN GOVERNMENT 44th ANNUAL NATIONAL TRAINING INSTITUTE  
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**GREETINGS FROM THE NATIONAL PRESIDENT**

Greetings 2023 National Training Institute (NTI) Attendees,

Welcome to my house! The 2023 NTI will be held at the Gaylord Resort and Convention Center in National Harbor, MD which is literally walking distance from my home. And I am simply ecstatic that we are bringing the NTI back to the DMV! It's been a long time coming and it will be worth the wait.

Last year we made our return to in person learning in Cleveland, OH, in grand fashion with dynamic sessions taught by Senior Executive Service (SES) members and industry experts, along with an exhibit hall full of agency booths for our career fair and unique vendors. We also hosted great programs for students participating in our Future Leaders in America's Government (FLAG) program as well as our STEM and Oratorical Competitions. We also had our largest contingent of military service members attending the training, participating in our Military Veterans Emphasis Program (MVEP), and being recognized through our Military Meritorious Service Awards. I extend a huge thank you to all who entrusted us with both their safety and their career development needs.



This year we are ready to pull out all seat of government will allow us to agency officials to facilitate our networking opportunities. So, or local government employee, networking, and information the development of your development. In addition, the facilitate active and practical developments in public service. Hands down, the NTI is an effective mechanism to energize your thinking and prepare you to take your career to the next level.

the stops. Hosting our training in the bring in even more SES'ers and training and provide enhanced whether you are a federal, state, the NTI will have workshops, sharing opportunities to facilitate workplace skills and personal agency forums held onsite will discussions on the many recent

Special thanks to NTI Chair, Honorable Paula E. Davis, NTI Deputy Chair, Melinda Deloatch-Speight, the Host City Coordinator, Region XI Council President Stephan Matthews, and the entire 2023 NTI Planning Committee for their relentless dedication, commitment, and fortitude in ensuring the unwavering success of this year's NTI. Lastly, to our numerous corporate sponsors, 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.

Sincerely,

A handwritten signature in black ink that reads "Shirley A. Jones". The signature is written in a cursive, flowing style.

Honorable Shirley A. Jones, Esq.



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**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 2023 National Training Institute (NTI). This year’s NTI Theme: **“Accept the Challenge, Exceed the Standard through Professional Development”**, 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

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**

**Gaylord National Resort & Convention Center  
201 Waterfront St,  
National Harbor, MD 20745**

**COST OF TRAINING (Full NTI Registration Fees):**

**Pre-Registration (early bird) fee:**

BIG Member	\$900.00
BIG Retired Member	\$300.00
Non-Member	\$1,250.00
Single Day	\$600.00
Cancellation fee	\$400.00

**On-site Registration (regular) fee:**

BIG Member	\$1050.00
BIG Retired Member	\$300.00
Non-Member	\$1,400.00
Single Day	\$600.00

**Closing Plenary \$95**

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.



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### METHODS OF REGISTRATION

**PREFERRED METHOD - ONLINE:** For immediate processing, register at [www.bignet.org](http://www.bignet.org).

**PLEASE SEND ALL INQUIRES REGARDING REGISTRATION VIA EMAIL TO** [registration@bignet.org](mailto:registration@bignet.org)

Credit Card/debit card, Agency Check, training authorization with complete funding codes and vendor billing information. Cash will be accepted onsite during in person training.

### 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, Check or training authorization.

### 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](mailto:registration@bignet.org).

### REFUND AND CANCELLATION POLICY

A written cancellation notice must be received by NTI Chair at [bigtichair@bignet.org](mailto:bigtichair@bignet.org) dated no later than **June 23, 2023**, to obtain a refund. All cancellations will be assessed a \$400.00 processing fee (including credit card debit transactions). No request for refunds or cancellations will be honored after **June 23, 2023**. 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](mailto:BIGNATIONAL@BIGNET.ORG).

### OPENING PLENARY

The Opening Plenary, held on Monday morning, August 28, 2023, 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.

### NTI TRAINING SESSIONS

Beginning Monday morning August 28, 2023, 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.

### EXHIBITS/TRADE SHOW

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



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### **CAREER FAIR**

Thinking about a career change? The exhibitors' showcase will also include a “**Career Fair**” from Monday, August 28 through Thursday, August 31, 2023.

### **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 evening, August 31, 2023. The dynamic keynote speaker will close out the NTI activities to include presentation of National awards.

### **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**

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](http://www.bignet.org).



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**TRAINING INSTITUTE AGENDA** *(subject to change)*

**Sunday, August 27, 2023**

9:00 am - Until Delegates Assembly

**Monday, August 28, 2023**

8:00 am – 5:00 pm	PMP Certification Course tentative
9:00 am – 12:00 pm	Opening Plenary
9:00 pm – 5:00 pm	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 29, 2023**

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	Exhibits/BIG Store
11:30 am-1:00 pm	State and Local Government Forum
7:00 pm – 8:00 pm	Memorial Wall

**Wednesday, August 30, 2023**

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	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	Gospel Event

**Thursday, August 31, 2023**

8:00 am – 5:00 pm	PMP Certification
8:00 am – 5:00 pm	EEO Institute
8:00 am – 5:00 pm	Youth Competitions for STEM
8:00 am – 5:00 pm	TIC Oratorical
8:00 am – 12:00 pm	Concurrent Workshops/SEPs
9:00 am – 5:00 pm	Exhibits/BIG Store
1:00 pm – 3:00 pm	Closing Plenary



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## **AGENCY FORUMS**

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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.

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



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**TRAINING SESSIONS**

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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 2023 National Training Institute (NTI) training sessions will allow attendees to select training that addresses their needs.

Visit BIG's website at [www.bignet.org](http://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 28-31, 2023. 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:**

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

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 cont.**

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.



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### **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 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.