

# TRAINING ANNOUNCEMENT



**FMCS**  
FEDERAL MEDIATION & CONCILIATION SERVICE



COURSE:	<b>40-Hour Basic Mediation Skills Training (Interagency Training Opportunity)</b>
DESCRIPTION:	<p>Dealing effectively with conflict in the workplace has become a critical function in public and private organizations. Employers and employees are increasingly turning towards mediation to avoid costly and time-consuming litigation. Mediation has been successfully applied to many types of workplace disputes, including grievances, EEO complaints, superior/subordinate problems and peer conflicts. This workshop focuses on the mediation process and skills required to be successful as a shared neutral. Facilitating difficult conversations, creative problem-solving, interpersonal-negotiations and communication will be covered. The course is highly interactive, with specifically designed role-plays reflecting a variety of workplace conflicts, mediation skills for the workplace, prepares your organization for collaborative problem-solving.</p> <p>Upon successful completion of this course, participants will receive a FMCS Certificate of Training (Employees must attend the entire 40-hour course to obtain the official mediator certificate).</p>
DATES/TIMES:	February 22-26, 2016      8:30 a.m. – 4:30 p.m.
LOCATION:	<p><b>NASA Michoud Assembly Facility (Hosted by: New Orleans Federal Executive Board) 13800 Old Gentilly Road East Side Cafeteria, Building 351 New Orleans, Louisiana 70129</b></p> <p>Note: Non-escort access on the facility requires U.S. Government Badge (PIV, CAC, or Military ID Card).</p>
ELIGIBILITY: (PRIORITY)	<p><b>This 5-day course is limited to the first 30 “pre-paid” employees registered.</b> Early registration is <u>highly</u> recommended to ensure availability. <b>Mark Ellis and David Renfro</b>, Commissioners of Mediation with the <b>Federal Mediation and Conciliation Service (FMCS)</b> will train through lectures, supervised practical exercises, and small group interaction.</p>
REGISTRATION PROCESS:	<p>Complete the FMCS “Registration for Federal Executive Board (FEB) Training Form.” Please be sure to list each participant that will be attending from your agency on page 2, complete the information, and sign the form authorizing payment. FMCS will process the registrations.</p> <p>Email the completed forms to LuAnn Glaser, Manager, National Programs &amp; Initiatives/Director of ADR and International Services for Federal mediation at <a href="mailto:lgalser@fmcs.gov">lgalser@fmcs.gov</a>.</p> <p><b>The deadline for registration is Tuesday, February 16, 2016.</b> No cancellations will be accepted after COB on that date. The maximum per person registration fee is set at \$543.80; however, you will not be charged until after the first day of the program and the amount will be based upon the total number of registrants received, not to exceed the \$543.80 amount, therefore the amount charged may be less than the \$543.80. You will not be charged until after the first day of the program and the amount will be based upon the total number of registrations received, not to exceed the \$543.80 amount. Therefore, the amount charged may be <u>less</u> than the \$543.80.</p> <p><b>** This course is limited to U.S. Government employees (Federal Civilian, Military and Postal) **</b></p>