

AUGUST 12-15, 2024



BLACKS IN GOVERNMENT®

45th ANNUAL NATIONAL TRAINING INSTITUTE

"THE BIG EXPERIENCE

2024:

TOOLS AND STRATEGIES FOR AN
INNOVATIVE WORKPLACE"

Tampa Convention Center
333 S. Franklin Street
Tampa, FL 33602



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GREETINGS FROM THE NATIONAL PRESIDENT

Greetings 2024 National Training Institute (NTI) Attendees,

I am Alabama Bred! I am Spelman College fed! And I am honored to be serving as the 15th National President of Blacks In Government (BIG), an organization that has been dedicated to equity and excellence in public service since 1975!

Of course, the NTI is the centerpiece of our national efforts. And this year we are ready to leave a BIG footprint of training and community service in Tampa, Florida. In fact, hosting our training at the Tampa Convention Center will allow us to bring in even more Senior Executive Service (SES) members, agency officials, and industry experts to facilitate our training and provide enhanced networking opportunities. So, whether you are a federal, state, or local government employee, the NTI will have workshops, networking, and information sharing opportunities to facilitate the growth of your workplace skills and personal development. In addition, the agency forums held onsite will facilitate active and practical discussions on the many recent developments in public service.



Come to Tampa and you will readily see that the NTI is an effective mechanism to take your career to the next level.

Special thanks to NTI Chair Honorable Paula E. Davis, NTI Deputy Chair Melinda Deloatch-Speight, and the 2024 NTI Planning Committee for their commitment to ensuring the unwavering success of this year's NTI. Lastly, to our corporate sponsors, supporting agencies, and member donors, we extend our sincere appreciation to each of you for supporting our NTI as the premiere training event 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

INVITATION TO THE BIG NATIONAL TRAINING INSTITUTE

The National Organization of Blacks In Government, Inc. (BIG) extends an invitation to you to attend the 2024 National Training Institute (NTI). This year’s NTI Theme: The BIG Experience 2024: “Providing Tools and Strategies for an Innovative Workplace,” 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

Tampa Convention Center
333 S. Franklin St.
Tampa, Florida, 33602

COST OF TRAINING

Pre-Registration (early bird) fee effective until June 14, 2024:

- 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 effective June 15, 2024:

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

- **Closing Plenary \$100**

To qualify for the BIG member rate, individuals must be an active/financial member in any membership category for at least 30 days prior to registration, including to qualify for the retired member rate. 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. As a nonprofit organization, your honesty is greatly appreciated. Verification of retirement status (SF 50 or 2019 Form 1099R, Photo ID, etc.) must be presented by email to receive the retired member rate.



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METHODS OF REGISTRATION

PREFERRED METHOD – ONLINE For immediate processing, register at www.bignti.org or registration@bignet.org.

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. Cash will be accepted onsite during in person registration.

In order to qualify for the membership rate, membership must have been obtained by March 15, 2024. NO EXCEPTIONS!

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.

REFUND AND CANCELLATION POLICY

A **written cancellation notice** must be received by the NTI Chair at bigntichair@bignet.org dated no later than **June 14, 2024**, 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 14, 2024**. 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: registration@bignet.org.

OPENING PLENARY

The Opening Plenary, held on Monday morning, **August 12, 2024**, 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 afternoon **August 12, 2024**, 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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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), Military Veterans Emphasis Program. AE/EEO Programs, NOW Generation, and Future Leaders of America's Government Youth Summit. 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 15, 2024**. The dynamic keynote speaker will close out the NTI activities to include presentation of National awards.

CUSTOMER SERVICE DESKS

Customer Service Help Desks will be strategically located for any registrant needing information regarding the NTI. The 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.

WHOVA APP

Once you have registered for the NTI, you **MUST** download the Whoova app to select your workshops. Please note: many federal departments and agencies firewalls block the app; therefore, you need to use a non-government email to register for the app if you are unable to use your government email.

Questions regarding workshops should be emailed to bigworkshops@bignet.org.

Questions regarding WHOVA should be emailed to whoova@bignet.org.

ADDITIONAL INFORMATION

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

CERTIFICATES OF ATTENDANCE AND WORKSHOPS

Certificates of attendance and proof of workshop attendance will only be issued to those whose registration balance has been paid in full.

Those registering onsite with a training authorization will be provided with their certificates once the invoice for their training has been paid with a zero balance.

Requests for CEU/CLP certificates must be made to bigworkshops@bignet.org within **45 days** of the end date of the NTI or else requests cannot be accommodated.

INVOICES

Payments are due **30 days** after receipt of invoices. Make sure invoice numbers are included on electronic payments.



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TRAINING INSTITUTE AGENDA
(subject to change)

Sunday, August 11, 2024

9:00 am - Until Delegates Assembly

Monday, August 12, 2024

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/SEPs
1:00 pm – 5:00 pm	EEO Institute
1:00 pm – 5:00 pm	Agency Forum

Tuesday, August 13, 2024

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

Wednesday, August 14, 2024

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 – 9:00 pm	Gospel Event

Thursday, August 15, 2024

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
7:00 pm – 10:00 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 via the WHOVA APP for registrants.

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 2024 National Training Institute (NTI) training sessions will allow attendees to select training that addresses their needs.

Visit BIG’s NTI website at www.bignti.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 12-15,2024. Several of the courses will have Continuing Professional Education (CPE) units and Continuing Leadership Points (CLP).

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.

Training Categories:

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

CS	Communications Skills	HW	Health Awareness and Wellness
DEIA	Diversity, Equity, Inclusion & Accessibility	IT	Information Technology
EEO	EEO Institute/ EEO/Personnel	LM	Leadership and Management Skills
FM	Financial Management	PD	Professional Development
HR	Human Resource Management	TP	Technical and Professional Skills

(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, provides awareness of what is impacting the organization and empowers the employee with knowledge to adapt 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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(DEIA) Diversity, Equity, Inclusion & Accessibility

DEIA is the key to growth in today's aggressively competitive global economy. DEIA 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) 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. It strongly encourages 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.

All EEO-related training vendor applications shall be referred to the National AE/EEO Chair/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 to 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 human resource expertise, services, and IT infrastructure. It will also 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, webinars, social media, information security/privacy software applications, e-commerce, telecommunications, and the Internet.

(LM) Leadership and Management Skills

The Leadership and Management 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 making the transition from management to leadership through building on experience and training aligning with the core leadership competencies. These competencies include 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.

(PD) Professional Development

The Professional 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.

(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.