

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0045**

In Reply Refer To:
1400-410(HR-220)P

May 18, 2000

EMS TRANSMISSION

Information Bulletin No. HR-2000-098

To: All BC, HR, NI, and RS Directors, NILS, LRIS and NPIT Leads, and
WO Field BIA Liaison Officer

From: Director, National Human Resources Management Center

Subject: Executive Forum Nominations **DD: 07/17/00**

The Executive Forum has announced the 14th Annual Executive Forum Training Series for 2000-2001. These six, three and one-half hour presentations are designed to keep managers, supervisors, and leaders abreast of the latest development in management issues. In addition to the six courses, the Executive Forum announced a Leadership Renewal Day program scheduled for January 17, 2001.

Attached is a copy of the Executive Forum Series enrollment form and a brochure which provides administrative information as well as course descriptions, costs, and the dates and times of each session. All sessions will be held at the Inverness Hotel and Conference Center, in the Denver Technical Center, located at 200 Inverness Drive West, Englewood, Colorado.

In an effort to foster team participation, the Executive Forum is offering a \$20.00 discount on all registrations received by July 31, 2000. Please refer to the brochure for specific tuition costs.

Nominations for the various training opportunities should be based upon the nominee's availability, training needs, and the likelihood that their attendance would improve and/or enhance job performance.

Please submit all nominations for each session to the appropriate Center Training Coordinator, using the attached registration form by **COB Monday, July 17, 2000**. Training coordinators are as follows:

RS	- Rheda Dodd	303-236-6454
HR	- Darlene Robitaille	303-236-6503
BC	- Lynda Pierce	303-236-8857
NI	- Linda Graham	303-236-6965
NPIT	- Mani Isler	303-236-3578

Training coordinators should then send all nominations for their Center to the National Human Resources Management Center (NHRMC), HR-220, by July 17, 2000. NHRMC will make reservations and notify the appropriate training coordinator of confirming attendees from their Center. In the event that the number of nominees is greater than the spaces available, or the nominee is later unable to attend their scheduled course, training coordinators should keep a list of the employees who were not able to attend to be used as an Alternates List. This list is very important because once the reservations are made, the BLM will incur the course costs whether a participant attends or not.

Please direct all questions concerning nomination procedures to NHRMC, Ricki Stephenson at (303) 236-6690.

Signed by
Linda D. Sedbrook
Director

Authenticated by
Darlene Robitaille
Secretary

2 Attachments

- 1 - Executive Forum Series Nomination Form (1 p)
- 2 - Brochure (6 pp) (Sent under separate cover)

Distribution

RS-150A, BLM Library
NI-100, Reading File
HR-220

Executive Forum Enrollment Form

Employee Name: _____

Title: _____

Department: _____

Phone: _____ **Supervisor Initial** _____

DATE	SPEAKER/ TITLE	TICKETS A.M.	TICKETS P.M.
9/21/00	Jeffrey Pfeffer <i>How Smart Companies Turn Knowledge Into Action</i>		
10/18/00	Jim Harris <i>Retention@Net Speed: Employee Retention Strategies</i>		
11/16/00	Walid Mougayar <i>Battle Plans and Business Strategies for Internet Commerce</i>		
02/15/01	Ram Charan <i>Responding to the Business Revolution: Why Leaders Fail</i>		
03/22/01	1. Bill Jenson <i>Simplicity: The New Competitive Advantage in a World of More, Better, Faster</i> 2. Lynne Eisaguirre <i>The Art of Good Fight: How to Negotiate Conflict, Confrontation and Consensus</i> Choose One		
04/26/01	Kathleen Eisenhardt <i>Competing on the Edge: Creating Strategic Chaos</i>		
01/17/01	LEADERSHIP RENEWAL DAY - Living on One Buttock: Orchestrating Greatness - The Art of Fitting into your own Life - Mental Toughness and the Corporate Athlete		