

# Gilbert Training Group, LLC

TINS # 84-3026274

UEI # YDN4AJ3M1PN3

ADVANCED EMPLOYEE RELATIONS

REGISTRATION FORM FOR EMAIL

[gilberttraininggroup@gelawyer.com](mailto:gilberttraininggroup@gelawyer.com)

8403 Colesville Rd., Ste. 1000 Silver Spring, MD 20910

## Advanced Employee Relations

Instructors: Barbarba Haga

Location: In-person (Silver Spring, MD) & Virtual  
(Zoom for Government)

Time: 8:30 AM - 4:30 PM EST

If you spend your day answering questions, preparing actions, advising managers, or defending your agency in matters regarding leave and attendance, performance management, and conduct issues, then this class is for you. This course will provide experienced practitioners important information about the fine points of these programs, updates based on OPM regulations and decisions of the Merit Systems Protection Board (MSPB), and practical tips for dealing with some of the thorny problems that these topics can present. Throughout the course, attendees will learn about common pitfalls and how to avoid them. We look forward to seeing you there!

<b>Sept. 17, 2024</b>	- Administering leave	Virtual	In-Person
<b>Sept. 18, 2024</b>	- Managing performance	Virtual	In-Person
<b>Sept. 19, 2024</b>	- Establishing effective disciplinary programs	Virtual	In-Person

**Tuition: \$545 for one day; \$875 for two days; \$1145 for all three days**

TOTAL:



## REGISTRANT INFORMATION

Name			
Title		Phone	
Agency			
Address 1			
Address 2			
City/State/Zip			
Email			
<b>Choose one method of payment</b>	<input type="checkbox"/> <b>Purchasing Document:</b> attach completed and approved SF-182 or equivalent. (Incomplete documents may not be acted upon)		
<input type="checkbox"/> <b>Credit Card</b>	Number	Expiration Date / CVV /	

Cardholder Name	
Cardholder Email	
Cardholder Phone	Cardholder Address

- **Credit card** will be charged tuition approximately one week prior to the training, with receipts to the cardholder no later than the first date of training.
- **Purchase document** invoices will be submitted on the last date of training with net 30 days terms.
- **Cancellations:** Registration can only be canceled by COB 09/03/2024, two weeks prior to the start of the training. Tuition has not been charged yet at this time, so refunds are not necessary.
- Rescheduling requests after this deadline are subject to a \$50 administrative fee. Substitutes with another student attending are limited to one sub filling in the original registrants' registration dates.
- There are no refunds, and no credit issued for partial attendance or 'no-show' of confirmed students' tuitions.
- Gilbert Training Group, LLC reserves the right to cancel. In the event that happens, you will receive a full refund of any fee charged.
- **IMPORTANT:** If you do not receive an email confirmation from Gilbert Training Group within seven days of submission YOU ARE NOT REGISTERED. Call us immediately. Registrations confirmed subject to space availability.
- Individual CLE applications and filing fees are the responsibility of each attorney attendee. Travel arrangements are the responsibility of the attendee.

