



THE TRAINING OFFICERS CONFERENCE
SERVICE TO THE WASHINGTON, DC TRAINING COMMUNITY
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March 13th, 2007

"7 STEPS TO IMPLEMENTING AND MANAGING DIVERSITY AND INCLUSION"

Hank Clemons is a Professor at the University of South Florida in the College of Business Administration where he teaches courses in management and diversity. He is also a nationally recognized speaker, leadership and diversity consultant with over twenty five years experience in the public and private sectors. Dr. Clemons gives us the definition of diversity as "planning and implementing organizational systems and practices to manage people so that the potential advantages of diversity are maximized while its potential disadvantages are minimized" (Taylor Cox -Cultural Diversity in Organizations, 1995).

To address diversity issues, consider these questions: what policies, practices, and ways of thinking within your organizational culture have differential impact on different groups? What organizational changes should be made to meet the needs of a diverse workforce as well as to maximize the potential of all workers, so that your agency can be well positioned for the demands of the 21st Century?

At the March program, Dr. Clemons will discuss the following:

- 7 critical steps to implementing and managing diversity and inclusion;
- Two easy-to-use strategic management tools for identifying and removing barriers;
- The impact of underutilization and organization performance; and
- Key measurements for determining the success of your initiative.

Dr. Clemons has developed a unique way of presenting this sensitive topic in a high-energy, fun-filled, thought-provoking way. To find out where your organization stands, take a moment to complete the "7 Steps DI Survey". This survey is available on the TOC website at www.trainingofficers.org. Bring the survey with you to the March Professional Development Program, to find out what your score means.

We look forward to seeing you at the March Professional Development Program.

- PLACE:** Fort Leslie J. McNair Officers' Club, 4th & P Streets, S.W., Washington, D.C. For directions check the TOC web site.
- TIME:** 11:30 a.m. to 1:30 p.m. Please be seated promptly at 11:45 a.m.
- COST:** \$30 or 2006-2007 Professional Development Program registration.
- MENU:** St. Patrick's Day Buffet: with salad and dessert.
- TO RESERVE:** If not registered for 2006-2007, call the TOC Information Line (202) 973-8683, or the TOC FAX Line (202) 331-0111 to reserve a place for this month's program.
- PARKING:** There is parking in the lot near the tennis court. Please do not park on the grass near the river or you will be ticketed and/or towed. If you arrive and see orange cones in the Officers Club parking lot, please feel free to move them and park.
- REMINDER:** Programs are typically held on the second Tuesday of each month except in the months of January, July, and August for 2007.

2007 TOC Institute & Exposition - April 15-18, 2007
 Clarion Hotel
 Ocean City, MD

TOC 2006 - 2007 Professional Development Program Dates at a Glance:

September 12, 2006
October 10, 2006
November 14, 2006
December 12, 2006
January 2007 - no program
February 13, 2007
March 13, 2007
April 10, 2007
May 8, 2007
June 12, 2007

TOC Professional Development Program Speaker:

April 10, 2007: *"The New Congress"*, Susan Lagon and Ken Gold, Government Affairs Institute

Refer to the TOC website at www.trainingofficers.org for future speaker information.

CLARION RESORT FONTAINEBLEAU HOTEL OCEAN CITY, MD



April 15 – 18, 2007

TOC Monthly Quote:

"Learning is what you already know."

–Richard Bach

MESSAGE FROM TOC CHAIR PHYLLIS MCKOY – Anticipation and excitement mount as the time of the 2007 TOC Annual Institute nears. Registration is still open, but hurry, the deadline to register is March 15, 2007. This year's program is dynamic. Our keynote speakers and concurrent sessions will deliver powerful and useful messages important to training professionals. The dress for the Institute is casual. Check the TOC website at www.trainingofficers.org for the latest workshops, activities and speakers.

MESSAGE FROM 2007 ANNUAL INSTITUTE CHAIR RICK

WELEBIR: The 2007 Institute promises to be one of the very best! We have a beautiful ocean-front property, challenging keynote speakers, outstanding concurrent session speakers, and a comprehensive array of exhibits, exciting special events, terrific meals, and much more! You will not want to miss any part of the Institute – beginning with our opening dinner on Sunday evening with our outrageously fun keynote speaker! So plan on arriving Sunday – you won't want to miss out.

Please register for the Institute right now by going to the TOC website, www.trainingofficers.org, and clicking on "Annual Institute Online Registration." **Remember, even though you are a TOC registrant, you still need to register for the Institute.** The deadline to register is March 15th.

You may arrive up to three days early or stay up to three days after the Institute, and enjoy our TOC reduced rate of \$89.00 plus tax per night per room (one or two people). Remember, the cost of your room during the Institute (Sunday-Wednesday) is covered by your TOC registration fee.

Don't forget! You have until March 15th to be one of our exhibitors or to place an advertisement in our Program Book (distributed to all attendees). Please see the TOC website for everything you will need to purchase your exhibit space or advertisement.

If you are not a TOC registrant, this is the perfect time to join! Your registration will cover the cost of the Institute as well as the March-June professional development programs. See our website for details.

Enough with this snowy, icy winter weather – get ready for your TOC Institute in Ocean City!

TOC PUBLIC RELATIONS CHAIR RECOGNIZED BY SAIGE:

The Society of American Indian Government Employees (SAIGE) recently had its Board elections and Mr. Max Collier, Public Relations Chair for TOC, was elected to SAIGE's Board of Directors. Mr. Collier is the first non Native American to be selected to the Board. SAIGE is a national non-profit organization that promotes the recruitment, hiring, retention, development, advancement and equitable treatment of American Indians and Alaska Natives.

March 2007

Please continue to visit the TOC website for future professional development programs at www.trainingofficers.org.

