

2009 LEAGUE National Convention Workshops

MONDAY, Aug. 3, 2009

1:15 p.m.

Basics of Writing

This is not your old schooling revived, but a fast-track way to improve written communications whether it's letters, articles for LEAGUE publications or business communications. Learn about pitfalls to avoid and tap into your creative flow! LEAGUE Advocate editor Martha Lostrom says come bewildered and leave enlightened and empowered with new approaches to getting thoughts down.

Time Management

Time management and stress aren't a death sentence ... only the dead have no stress. LEAGUER Mike Sheely notes what's workplace stress, what are the causes and what tools can be used to deal with workplace stress. This is interactive and tailored to fit into the postal environment.

MPOO / POOM

This workshop will do more than just help you deal with a difficult boss—it will help arm you with tools you need when the line has been crossed and what you can do about it. When can you say that something is unacceptable and when do you need to call and ask for help in dealing with a hostile workplace environment? LEAGUERs Richard Sprague and Richard Wendt lead this training.

Outlook Training

Most Postmasters use only a few of the many tools that Outlook has available. Here's help for using all the tools available with Outlook, from setting up your calendar with recurring suspense dates to building archives and folders. LEAGUE Retiree Tom Kelley also will provide tips on using Outlook as part of your time management process.

eCareer Advancement

This class will help Postmasters compete for positions, along with instructions on how to best fill out job applications, make updates and get ready for that next promotion.

Talons Human Resources

The difference among FERS, CSRS and offset will be discussed—specifically how each will affect your benefits in the future. Life insurance coverage and costs and decreasing life insurance as well as the variation in fund contributions in the three programs will be covered. This will be a very interactive session with time for questions and answers.

TUESDAY, Aug. 4, 2009

1:15 p.m.

Family Life Financial

Learn how to maximize retirement benefits including Social Security, survivor benefits and FEGLI so that you can get the most out of retirement. And, with all the dynamic changes in the financial world, it's important you understand your Thrift Savings Plan.

Dying with Your Lawyer

Here's an overview of various estate planning tools, including wills, trusts, living trusts, joint tenancy with right of survivorship and other techniques to ease the transfer of wealth. John DiFalco's style of presentation combines humor, sound legal advice and problem solving regarding one of the most important series of decisions that one will make in his or her entire life.

CSRS - Key Retirement Solutions

Joni Montroy, former HR specialist in Western NY, presents a CSRS workshop on eligibility requirements, creditable service, how to compute your annuity, survivor benefits election options, Social Security (WEP/GPO) and health/life insurance options for retirement. How does temporary service/Post 56 military and part-time service affect your annuity? She will explain withdrawal options from your TSP and provide some tips on how to navigate the road to retirement through HRSSC.

TSP at a Glance

Explore the latest enhancements and changes to the TSP as well as an overview of the plan's various benefits—contributions, loans, withdrawals, etc. It's hoped that you will be able to take the information back to your employees to help them better understand the TSP. Speaker Penny Moran, director, Office of Participant Services Federal Retirement Thrift Investment Board will be available to answer questions.

Time Management

LEAGUE member Mike Sheely notes that time management and stress aren't a death sentence ... only the dead have no stress. What's workplace stress, what are the causes and what tools can be used to deal with workplace stress. This is interactive and tailored to fit into the postal environment.

WEDNESDAY, Aug. 5, 2009

10:30 a.m.

Taking Photos / Digital Cameras

LEAGUE retirees will help educate our members on what to look for when purchasing a digital camera and how to use it. The session will include tips on how to crop or enhance pictures as well as downloading to a computer and sending pictures via the Internet.

Growing Retail Review

Increase your revenue and improve customer satisfaction with a understanding of your customers' needs as well as changing behavior of the retail associates by educating them on USPS products and services. Apply industry techniques of standardization to create a more uniform look and feel in retail lobbies and to encourage customers to make USPS their service provider of choice. Balance revenue growth, retail efficiency and effectiveness.

SOX Today

Learn about the most common compliance problems found in the field. We will learn how to correct those and how to proactively do self-audits to keep in compliance. SOX—as we were taught versus SOX today—is worth finding out about. Joe Wolski, audit manager in Pittsburgh, leads this workshop.

FERS - Key Retirement Solutions

Joni Montroy, former HR specialist in Western NY, covers eligibility requirements, FERS annuity supplement, creditable service, how to compute your annuity, survivor benefits election options, Social Security and health/life insurance options for retirement. How does temporary service/Post 56 military and part-time service affect your annuity? Withdrawal options from TSP and tips on how to navigate the road to retirement through HRSSC.

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Explore the latest enhancements and changes to the TSP as well as an overview of the plan's various benefits—contributions, loans, withdrawals, etc. It's hoped that you will be able to take the information back to your employees to help them better understand the TSP. Speaker Penny Moran, director, Office of Participant Services Federal Retirement Thrift Investment Board, will be available to answer questions.

1:15 p.m.

Talons Group Financial Planning

This session will offer advice on comprehensive retirement planning, with CSRS/FERS and offset in mind. This session will go over the CSRS/FERS and offset formula and give a detailed plan to address each one as well as provide information on how to supplement the decrease in retirement income with investments and other financial vehicles.

Dying with Your Lawyer

Review of various estate planning tools, including wills, trusts, living trusts, joint tenancy with right of survivorship and other to ease the transfer of wealth. John DiFalco's style of presentation combines humor, sound legal

advice and problem solving for many important decisions one makes in his or her life.

HRSSC Complement Management

Move employees from one office to another; complete an internal bid; changing employees schedules, bargaining and non-bargaining; removing employees from their bids due to 204b assignments over 120 days; changing non-scheduled days on a bid assignment. Presented by Kathy Miller, supervisor, Customer Service Support, Buffalo.

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2:45 p.m.

Journal Writing

This class is being offered by our retirees. Journaling can be a means of self-discovery. Look back or record your current journey. Tips from the LEAGUE's Martha Lostrom on using this creative process for self-awareness.

Family Life Financial

Learn how to maximize retirement benefits in regard to investments and retirement money.

eCareer Advancement

This class will help Postmasters compete for positions, along with instructions on how to best fill out job applications, make updates and get ready for that next promotion.

Post Office Continuance

LEAGUE Post Office Continuance Consultant Mario Principe coaches on what you need to know about potential post office closings, how communities effectively can protect this resource and identity, and what facility problems make it easier for USPS to attempt to close a post office.

MPOO / POOM

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