

National Convention Afternoon Workshops

eCareer Hiring

This presentation will go through the basics of hiring using eCareer. It also will cover how to move employees from one office to another, from one bid job to another; how to delete positions; employees from roles; and many other tasks Postmasters must now perform under eCareer.

Time Management

Postmasters today have more on their plates than they can do in an eight-hour day. This class will help you better manage organization, prioritize projects and keep your day within your control.

About LITE BLUE

This class will go over all the available tools Lite Blue offers us as well as for all our employees. It is hoped that you will walk away with a better understanding of how to use Lite Blue to its full potential and will be able to share this with your employees.

Outlook Training

Most Postmasters use only a few of the many tools that Outlook has available. This presentation will help you use all the tools available with Outlook, from setting up your calendar with recurring suspense dates to building archives and folders. The instructor also will provide tips on using Outlook as part of your time management process.

Dealing with SOX Today

Learn about the most common compliance problems that are being 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.

How To Deal with a Difficult MPOO

This workshop will do more than just help you deal with a difficult boss—it also will help arm you with the 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 get on the phone and ask for help in dealing with a hostile workplace environment?

Financial Management

Explore the basics of general finance in regard to investments and managing your retirement money.

Growing Revenue in Tough Times

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. Learn how to balance revenue growth, retail efficiency and effectiveness.

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.

Handling Stress

Today's workplace environment, along with all the normal day-to-day issues, is creating a lifestyle that is full of stress. This presentation will provide tips on how to handle stress and avoid stress when possible.

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. Bring your questions and leave with a path to turn back a closing.

Small Office Variance (SOV)

This Postal Headquarters' program is designed for all H-L offices. SOV is used in the Western Area for complement management. It is now being rolled out nationally. Although designed as a complement tool, it is often used to develop and spread budgets as well as for hiring. It can be used to reduce workhours to the point of an office not needing clerk assistance. This presentation will help you understand what drives the numbers and what you need to do to verify the accuracy of the data and its results.

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. The speaker will be available after the presentation to answer questions.

Postal Benefits and Retirement Planning FERS

Joni Montroy, former HR specialist in Western NY, presents a FERS workshop on 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? She will explain withdrawal options from your TSP and provide some tips on how to navigate the road to retirement through HRSSC.

Postal Benefits and Retirement CSRS/CSRS Offset

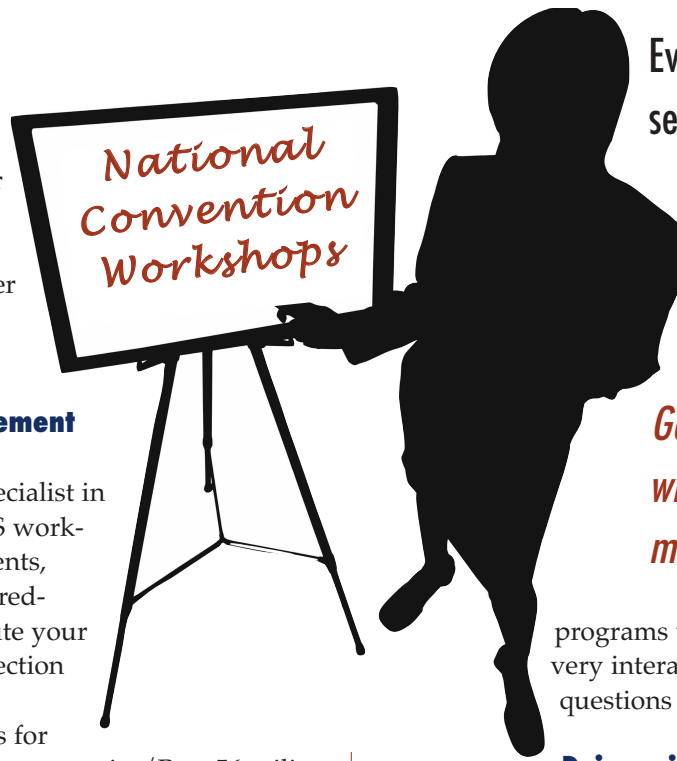
Joni Montroy, former HR specialist in Western NY, presents a CSRS workshop on eligibility requirements, creditable service, how to compute your annuity, survivor benefits election options, Social Security (WEP/GPO) and health/life insurance options for retirement. How does temporary service/Post 56 military 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.

Talon 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.

Talon Human Resources

In this workshop, 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



Every afternoon session Monday, Tuesday and Wednesday of the 2009 National Convention in Buffalo will offer workshops.

General sessions will be held in the mornings only.

programs will be covered. This will be a very interactive session with time for questions and answers.

Dying with Your Lawyer

Focus here will be 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 (if any is left) to one's heirs. John DiFalco's style of presentation combines humor, sound legal advice and problem solving regarding a subject that is not only inevitable, but is one of the most important series of decisions that one will make in his or her entire life.

Taking Photos with Digital Cameras

This presentation, put on by 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.

Journaling for Self

This class is being offered by our retirees. Journaling can be a means of self-discovery. It is a way to look back or to record your current journey. Get great tips on how to use this creative process for self-awareness.

Basic Writing Techniques

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; get pointers on attribution, quotes and writing headlines that zing. Tap into your creative flow! Come bewildered and leave enlightened and empowered with new approaches to getting thoughts down. •