

National Convention Workshops 2010

Delivery Unit Relocation (DUR)

This class will review the Postmasters' rights regarding level and pay changes. What needs to be reviewed on the 150 and the impact on SOV or CSV for compliment changes. The workshop will also review what actions a Postmaster should or should not be involved in with regard to the community and employees.

Planning Your Future: eCareer

This workshop will help Postmasters compete for positions and provide instructions on how to best fill out job applications, make updates and get ready for that next promotion. We will review eCareer basics and cover the newest tips to improve your chances of promotion with your eCareer.

Preparing for Your Retirement

This workshop will review the numerous activities for which one must prepare regarding his or her retirement issues, including financial, health care, life insurance and much more.

Finding Your Roots: Genealogy

Presenters: Ray Boone and Paul Cole

This workshop will be on genealogy, the pursuit of family history and tools and resources available to you for tracing your family tree and discovering fascinating facts along the way.

Enterprise Data Warehouse (EDW)

This workshop will show how to navigate the EDW and, more important, how to use the information and make it relevant to the day-to-day Postmasters' work. You will learn how EDW is used for SOX compliance, reviewing your performance and much more.

Small Office Variance (SOV)

From this presentation, Cag H-L, SOV offices will learn what data drive the numbers and what to look for to make sure all the information is correct: earned hours, SPLY hours and actual used as well as earned complement. We will spend considerable time reviewing the "what if" portion of the program and the impact of changing reporting hours, lunch and reduction of window hours has on your complement. We also will discuss Postmaster responsibilities when window hours are being changed.

Basics of Writing for Non-Writers

Presenter: Martha Lostrom, *Postmasters Advocate* Editor

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

Easy Tips for Using PowerPoint

Learn to create a simple PowerPoint presentation for use at work or to enhance your 3-digit meetings.

Taking a Look: Facebook

Presenter: Retired Postmaster James Sundquist

This workshop will showcase using Facebook and its profile options. We will highlight how to get the most out of the online service while protecting your personal information.

Dealing with the Problem Boss

Learn how to deal with your boss that creates a win/win for both parties. You also will learn when a boss has gone too far and what rights you have when a boss has left you with no choices. Don't lose sleep over this problem; attend the class to get some answers.

Dealing with Problem Employees

Besides the obvious interpersonal skills that will be discussed, we'll also discuss the processes and procedures that must be followed to effectively correct the behavior of or discipline employees. Done incorrectly, you have wasted your time; done correctly, you maintain control.

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.

Building Membership

Learn the basics of holding a 3-digit meeting and the simple steps to make your meetings more effective. Discover ways to not only attract new members to your state branch, but also retain the ones you already have.

Defeating Procrastination

Presenter: Mary Mueller, IMP Director

Does procrastination get you down? Does procrastination hold you back from getting that promotion, paying your bills or calling your friends and family? Do you hate to get up and get going sometimes? Find out some of the reasons why. Learn some pointers to overcome that procrastination. Join with former VP and current IMP Director Mary Mueller to explore with fun and humor this most irritating subject.

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.