

# Gilbert Training Group, LLC

TINS # 84-3026274

ESSENTIALS OF ISSUING AND DEFENDING CONDUCT AND PERFORMANCE ACTIONS FOR THE ER PROFESSIONAL, September 20-22, 2022 - REGISTRATION FORM FOR EMAIL OR USPS MAIL  
[gilberttraininggroup@gelawyer.com](mailto:gilberttraininggroup@gelawyer.com) 1100 Wayne Ave, Ste. 900, Silver Spring, MD 20910

## Essentials of Issuing and Defending Conduct and Performance Actions for the ER Professional September 20-22, 2022

Instructors: Gary Gilbert, Kevin Owen, Sam Vitaro, Alexis Tsotakos, and Renn Fowler

Location: Virtual (Zoom for Government)

Class begins daily at 9 AM EST, with hour lunch break at 12:30 PM EST and dismissal by 4:30 PM EST.

**Below, please check next to each date for which you are registering:**

- Tuesday, September 20:** Overview of Addressing Performance and Conduct Issues in the Federal Government; Mixed Case Complaints and Appeals; The Oral and/or Written Reply; The Agency File; and Recent Developments from the Fed. Circuit – Legal Update
- Wednesday, September 21:** Time and Attendance Issues in the Era of Telework; Issuing Performance Actions – Chapter 43 vs. Chapter 75 (Performance vs. Conduct); Preparing and Implementing Effective PIPs/Santos/Ch. 43 Actions; Other Performance Issues – WIGI Denials; Disciplinary Issues; and COVID-19 Disciplinary Issues Q&A
- Thursday, September 22:** Charging – Drafting the Proposal Notice; Penalties – The Douglas Factors; Avoiding Due Process Errors; Affirmative Defenses; and Panel Q&A

**Tuition:** Any single day = \$350, per registrant and only within same training week.

**TOTAL:**

1 Day = \$350

2 Days = \$600

3 Days = \$875

### 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.<br>(Incomplete documents may not be acted upon) |                            |
| <input type="checkbox"/> <b>Credit Card</b> | Number   | Expiration Date / CVV<br>/ |
| Cardholder Name                             |  |                            |
| Cardholder Email                            |  |                            |

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|---------------------|--|
| Cardholder<br>Phone |  |
|---------------------|--|

- **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 last date of training with net 30 days terms.
- **Cancellations:** Registration can only be cancelled by COB 9/6/22, two weeks prior to start of the training. Tuitions have 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.

