

# Gilbert Training Group, LLC

TINS # 84-3026274

## ESSENTIALS OF ISSUING & DEFENDING CONDUCT & PERFORMANCE ACTIONS FOR SUPERVISORS & ER PROFESSIONALS

### 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 & Defending Conduct & Performance Actions for Supervisors & ER Professionals

Instructors: Kevin Owen, Gary Gilbert, Renn Fowler, Alexis Tsotakos, Julie Gold, & Sam Vitaro

Location: Virtual (Zoom for Government)

Time: 9:00 AM – 4:30 PM EST

ER professionals will learn how to provide effective advice to managers without stepping into the role of a decision-maker and will guide managers through the process of issuing discipline. The instructors will cover how to prepare a case to withstand scrutiny before the MSPB, how to distinguish between concerns of performance versus conduct, preparing performance improvement plans, charges and penalties, progressive discipline, and how to identify similarly situated employees. The course will also cover how to provide ER advice to supervisors on holding employees accountable where the employee has filed an EEO complaint or has a disability.

*Please mark each day you wish to attend below.*

Wednesday, March 1, 2023       Virtual

Thursday, March 2, 2023       Virtual

**Tuition: \$495 per registrant per day OR \$850 per registrant for both days**

**Early Bird Special: \$450 per registrant OR \$775 per registrant for both days if Registered by 2/1/2023**

TOTAL:

\$

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

Cardholder 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 02/15/2023, 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.

