

CONFIRMATION OF REGISTRATION

Thank you for registering for our **Flash Mentoring Event**, hosted by HR University and the CHCO Council, on “Developing Growth Strategies, Learning New Skills.” You are confirmed as a mentee. We will have 12 mentors and a keynote address from the Department of Education, Dr. Brenda Dann-Messier, Assistant Secretary for Vocational and Adult Education. *Note: If you cannot attend, need to leave earlier or believe you have received this in error, please Email HRUniversity@opm.gov ASAP.*

Date and Time: 1PM - 4PM.

Registration: Bring Federal ID. Please plan to arrive by 12:45 PM.

Location: U.S. Department of Education
Lyndon Baines Johnson Building
400 Maryland Ave., SW
Washington, DC 20202

Transportation and Parking:

A reference point, the Department of Education is located behind the National Air and Space Museum)

Parking:

Holiday Inn – Washington Capital
Colonial Parking
500 C St., SW
Washington, DC 20202

Colonial Parking
600 Maryland Ave, SW
Washington, DC 20202

Metro:

L'Enfant Plaza (Blue, Orange, Green, Yellow Lines)
Exit out of Maryland Ave.

Special Accommodations: If you need special accommodations to fully participate in the event, please contact HRUniversity@opm.gov Or call: (202) 431-3177.

The wheelchair-accessible entrance is on Eisenhower Avenue.

Purpose: This event will allow HR assistants and junior specialists the opportunity to obtain invaluable advice and guidance on human resource competencies of flexibility, self-management and planning and evaluation. In this short period you will reap the benefits of years of lessons learned by senior leadership within the federal HR environment.

Format: Three 30 minute rounds where mentors will be addressing a group of mentees. Every mentee will have the opportunity to hear from three mentors. There will be a separate note taker at each table who will capture “pearls of wisdom.”

Topics for Discussion:

Topics will include: 1) Determining Short or Long Term Goals and Strategies; 2) Overcoming Challenges; 3) Using Time Effectively

We look forward to meeting you. Please let us know if you have any questions. You may contact: HRUniversity@opm.gov or call 202 606-1722.