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.