



# The Greater Kansas City FEDERAL EXECUTIVE BOARD

1500 E. Bannister Road, Ste. 1176, Kansas City, MO 64131-3009

Phone: (816)823-5100 Fax: (816)823-5104

Email: [feb.mail@gsa.gov](mailto:feb.mail@gsa.gov) Website: <http://www.kansascity.feb.gov>

## **FY 2012**

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Jason O. Klumb, GSA  
*2<sup>nd</sup> VICE-CHAIRPERSON*

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Steve Scanlon, US Army

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Ann Thompson, US Courts/MO

Derrith Watchman-Moore, HUD

### **STAFF**

Cindy Hillman, OPM  
*EXECUTIVE DIRECTOR*

Malisse Ford, OPM

Larry Hisle, OPM

DATE: March 26, 2012

TO: Mediators/Co-Mediators

FROM: Jason Klumb, Chair  
Alternative Dispute Resolution (ADR) Committee

RE: New Mediator Training & Mediator Refresher Training

The Greater Kansas City Federal Executive Board's ADR Committee is sponsoring training for all new Mediators as well as refresher training for all current Mediators and Co-Mediators. The training will be held during the week of May 21- 24 and will be held at the USDA Building, 6501 Beacon, Kansas City, MO.

Training for new Mediators will be **May 21-24, 8 am-4:30 pm**. Training will include discussion on what is Mediation, conflict management, confidentiality in mediation, and mock mediations. In addition to your registration for this four day course, new mediators will be able to participate in a series of four, half-day, quarterly follow-up training sessions during FY2013 (October 16, 2012; March 19, 2013; June 18, 2013; September 17, 2013). These free, quarterly sessions will cover information on shared neutrals program reviews and mediator/co-mediator roles and responsibilities and assist new mediators in honing their developing skills. The registration fee of \$500.00 covers the cost of the training and training materials as well as the four quarterly follow-up training sessions.

Training for current Mediators and Co-Mediators will be held **Monday, May 21, 2012, 8 am. – noon and Thursday, May 24, 2012, 8 am –4:30 pm**. The registration fee of \$115.00 covers the cost of the training and training materials. The program will also include shared neutrals program reviews and mediator/co-mediator roles and responsibilities. Registration to this one-day training session also includes the four quarterly follow-up training sessions. **Please Note: Attendance is mandatory for all current Mediators and Co-Mediators in the FEB's Shared Neutrals Program.**

Pre-registration is required for both. Registration deadline is May 14, 2012. Parking is available in the lot next to the USDA building.

If you have any questions regarding registration please contact the FEB Office at: (816) 823-5100 or [feb.mail@gsa.gov](mailto:feb.mail@gsa.gov).

**REGISTRATION FORM**  
**NEW MEDIATOR TRAINING**

**MAY 21-24, 2012 \*\* 8:00 – 4:30 PM**  
**U. S. DEPARTMENT OF AGRICULTURE**  
**6501 BEACON, KANSAS CITY, MO**

Registration constitutes a final commitment for the conference. There will be no reimbursement of registration fees due to cancellation or no shows. If you are unable to attend, an alternate representative from your agency will be welcome. NO registrations will be accepted by phone. Deadline for registration fees and payment is COB May 14, 2012.

THE REGISTRATION FEE OF \$500.00 INCLUDES TRAINING AND MATERIALS. LUNCH IS ON YOUR OWN—A CAFETERIA IS AVAILABLE AT TRAINING SITE. Payment is due prior to the conference date.

Arrangements for individuals with special needs, i.e., interpreter, special meals, MUST be made in writing and sent to the Federal Executive Board Office along with the registration form. Special requests must be received 2 weeks prior to the function.

**Payment Information:**

\_\_\_\_\_ **Check/Money order.** Make payable to Federal Executive Board.  
*All returned checks will be subject to a \$30.00 service fee to be paid by money order or cashier check.*

\_\_\_\_\_ **Our Purchase Order(s) and/or Training Form(s) are attached.** **PO or TF Number(s):** \_\_\_\_\_

\_\_\_\_\_ **Charge my Credit Card:**  Visa  MasterCard  **Need a Receipt:** \_\_\_\_\_

**Credit Card Number:**     **Expiration Date:** \_\_\_\_\_  
*Please Print Clearly - Credit Cards will be processed approximately one week prior to the conference or*

**Signature:** \_\_\_\_\_

**Card Holder's Phone Number:** \_\_\_\_\_

**Name of Attendees**

**Please print clearly or type your name as you wish it to appear on Name Tag.**  
*(The FEB will provide an email confirmation to all individuals who provide current email addresses.)*

<u>Name</u>	<u>Agency</u>	<u>Phone Number</u>	<u>E-Mail Address</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

*(Please use a blank piece of paper for additional names.)*

**SEND CHECK, TRAINING FORM OR P.O.'S AND COMPLETED REGISTRATION FORM(S) TO:**

FEDERAL EXECUTIVE BOARD  
1500 E. Bannister Road, Ste. 1176, Kansas City, MO 64131  
Phone: (816) 823-5100

**Fax: (816) 823-5104 or email to [larry.hisle@gsa.gov](mailto:larry.hisle@gsa.gov)**

**REGISTRATION FORM**  
**SHARED NEUTRALS REFRESHER TRAINING**  
**MAY 21, 2012 \*\* 8:00 – 12:00 PM AND MAY 24, 2012 8:00 – 4:30 PM**  
**U. S. DEPARTMENT OF AGRICULTURE**  
**6501 BEACON, KANSAS CITY, MO**

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