



Teamsters Leadership Academy **Announcement**

Organizational Skills for Office Managers ***IBT Headquarters – Washington, DC*** ***July 17-19, 2018***

This three-day program is structured to provide the participants with skills and techniques to handle the internal business of the local union or joint council while running an efficient office. Topics include TITAN, time management, managing staff, overview and history of the IBT, and more. This program will also give participants the opportunity to network and exchange ideas and best practices.

REGISTRATION: Register and pay online at <http://ibt.io/tla2018>

WHO: Local Union/Joint Council Office Managers and Key Administrative Staff

WHERE: IBT Headquarters
25 Louisiana Avenue, NW
Washington, DC 20001

WHEN: **Registration:** July 17, 8:00 a.m.-9:00 a.m. (IBT Classroom)
Program: July 17-19, 9:00 a.m.-5:00 p.m.

HOTELS: **Suggested Area Hotels Attached.**
To make reservations, please call the hotel directly or contact the Teamsters Travel Department at 800-428-3591 for assistance. Affiliates are responsible for the cost of their own transportation and lodging. Breakfast and lunch will be provided each day.

FEE: **There is a registration fee of \$150.00 per person for this program.**
Payment can be made by credit card when registering online or, if paying by check, please make payable to *International Brotherhood of Teamsters* and mail to Marie Nolan, IBT Training & Development Department, 25 Louisiana Avenue, NW, Washington, DC 20001,

Teamsters Leadership Academy
Organizational Skills for Office Managers
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Suggested Area Union Hotels

*****Please note that the first four (4) hotels are within walking distance of the IBT*****

1. Affinia Liaison Capitol Hill

415 New Jersey Ave., NW
Washington, DC 20001
Phone: 202-638-1616

2. Washington Court Hotel

525 New Jersey Ave., NW
Washington DC 20001
Phone: 202-628-2100

3. Hyatt Regency Washington

400 New Jersey Ave., NW
Washington, DC 20001
Phone: 202-737-1234

4. Phoenix Park Hotel

520 N Capitol St., NW
Washington, DC 20001
Phone: 202-638-6900

5. Beacon Hotel

1615 Rhode Island Ave., NW
Washington, DC 20036
Phone: 202-296-2100

6. Capital Hilton

1001 16th St., NW
Washington, DC 20036
Phone: 202-393-1000

7. L' Enfant Plaza

480 L' Enfant Plaza SW
Washington, DC 20024
Phone: 202-484-1000

8. Capitol Skyline Hotel

10 Eye St., SW
Washington, DC 20024
Phone: 202-470-1268

9. Embassy Row

2015 Massachusetts Ave., NW
Washington, DC 20036
Phone: 202-265-1600

10. Embassy Suites Hotel Washington DC

900 10th Street NW
Washington, DC 2000
Phone: 202-739-2001

11. Harrington Hotel

436 11th St., NW
Washington, DC 20004
Phone: 202-628-8140

12. Hay Adams Hotel

800 16th St., NW
Washington, DC 20006
Phone: 202-638-6600

13. Holiday Inn Georgetown

2101 Wisconsin Ave., NW
Washington, DC 20007
Phone: 202-338-4600

14. Jefferson Hotel

1200 16th St., NW
Washington, DC 20036
Phone: 202-448-2300

15. Madison Hotel

1177 15th St.,
Washington, DC 20005
Phone: 202-862-1600

16. Mandarin Oriental

1330 Maryland Ave., SW
Washington, DC 20024
Phone: 202-554-8588