



# Teamsters Leadership Academy **Announcement**

## **Organizational Skills for Office Managers** *IBT Headquarters – Washington, DC* *November 6-8, 2013*

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The IBT Training and Development Department will conduct a TLA for Teamster Office Managers and key administrative staff, November 6-8, 2013, at the International Headquarters in Washington, D.C. 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.

**NOTE: Before making travel arrangements, please contact Marie Nolan in the Training and Development Dept. at (202) 624-8965 to confirm space availability.**

**WHO:** LU/JC Office Managers and Key Administrative Staff

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

**WHEN:** **Registration:** November 6, 8am-9am (IBT Classroom)  
**Program:** November 6-8, 9am-5pm

**HOTELS:** **Suggested Area Hotels Attached.**

To make reservations, you may contact the hotel directly or call Teamsters Travel at 1-800-428-3591 for assistance.

**FEE:** **There is a registration fee of \$165.00 per person for this program.** Please make checks payable to: *International Brotherhood of Teamsters* and return with your registration form to Marie Nolan, IBT Training & Development Department, 25 Louisiana Avenue, NW, Washington, DC 20001. Or, fax this registration to 202-624-6851 and bring your payment with you to the program.



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Mr.\_\_\_\_ Mrs.\_\_\_\_ Ms.\_\_\_\_ Name: \_\_\_\_\_

Local Union/JC/Other: \_\_\_\_\_

Position/Title: \_\_\_\_\_

How long in this position? \_\_\_\_\_ Email: \_\_\_\_\_

Would you like your confirmation letter **emailed** or sent through the **USPS**? (Please circle one.)

Address: \_\_\_\_\_

Office phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

What is the biggest challenge you face as an Office Manager/Administrative Staff Person?

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Are there specific topics you'd like to see covered in this program?

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