



TEAMSTERS LEADERSHIP ACADEMY *Announcement*

New Officer Training and Education (NOTE), Business Agent Skills in Survival (BASIS), Organizational Skills for Office Managers

Hosted by

Teamsters Local Union 728, Atlanta, GA

February 18-20, 2025

The IBT Training and Grants Department will be offering three separate programs for three days. The registration will be made on a **first-come, first-served basis** until all spots are filled. **YOU CAN ONLY ATTEND ONE PROGRAM AT A TIME!!**

New Officer Training is reserved for all Teamsters local union newly-elected officers. It will concentrate on the essential information needed to fulfill their Teamster constitutional and legal responsibilities.

Business Agent Training provides an overview of the skills and knowledge needed to be successful as a Teamster business representative. Subjects include: organizing your work, effective representation, collective bargaining, organizing, political action, and membership mobilization.

The Office Manager program will cover techniques to handle the internal business of the local union or joint council while running an efficient office. Topics include TITAN/Quickbooks, time management, managing staff, delegating your work, generational differences, overview and history of IBT and more. This program will also give participants the opportunity to network and exchange ideas and best practices.

REGISTRATION: Register online at <http://ibt.io/TLA2025>

WHERE: Teamsters Local Union 728
2540 Lakewood Ave., S.W.
Atlanta, GA 30315
(404) 622-0521

WHEN: **Registration:** February 18, 8am-9am
 Program: February 18-20, 9am-5pm

HOTEL:	Hilton Atlanta Airport 1031 Virginia Ave. Hapeville, GA 30354	Hyatt Regency Atlanta 265 Peachtree St., N.E. Atlanta, GA 30303	Westin Peachtree Plaza 210 Peachtree St., N.E. Atlanta, GA 30303
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FEE: **No Charge**

IMPORTANT NOTE: Our programs fill quickly! Please contact Renee Parker at (202) 624-8724 or RParker@teamster.org to confirm space availability before making travel arrangements!