



Government Finance Officers Association

GROUP
INTERNET-BASED
COURSE

Coaching Your Employees to Greatness

March 28, 2019 | 2:00 pm to 4:00 pm (ET)

NEW!

LEVEL: Basic

CPE CREDITS: 2 (based on a 50-minute hour)

FIELD OF STUDY: Personal Development

PREREQUISITE: None



This webinar is co-hosted by GFOA's Women's Public Finance Network (WPFN) and Women in Public Finance (WPF). The training is **complimentary** to GFOA members and WPF members.

WOMEN IN PUBLIC FINANCE

Instructor:

Amy Castro, President, Triad Communication, LLC, Houston, Texas

Who Will Benefit:

This course will benefit finance officers, public administrators, managers, elected officials, and others interested in leadership development.

Program Description:

As a woman developing her leadership skills or already in a management position, you know getting the best out of your employees is what every manager strives for. How do we get your employees there and what is your role? In this webinar, we will discuss how to communicate feedback and your role as an effective manager.

Seminar Objectives:

Those who successfully complete this seminar should be able to:

- Distinguish mentoring and coaching
- Identify when to provide coaching
- Develop skills to effectively coach staff

What is GFOA's Women's Public Finance Network (WPFN)?

Women's Public Finance Network is a voluntary group formed within the GFOA to encourage active involvement and full participation of women members in the organization, policy-making process, and programs. Membership in GFOA's Women's Public Finance Network is open to any active or associate GFOA member. Go to gfoa.org/wpf to learn more about WPFN.

What is Women in Public Finance (WPF)?

Founded in 1997, Women in Public Finance is a professional networking organization for women in the public finance industry. WPF seeks to advance women's leadership opportunities by fostering relationships and providing educational activities and forums. Go to wpfc.com to learn more about WPF.

GFOA members – please register by submitting this form to GFOA or register online at <http://bit.ly/WPFNwebinar>.

WPF members – please register by completing the registration form at the following link:

<http://gfoa.org/coaching-your-employees-greatness-webinar-women-public-finance-wpf-registration>.

For further study check out course recommended reading and other GFOA publications on the website.

It's Easy to Participate

- GFOA's internet training is delivered to attendees via a secure website and audio conferencing service.

Equipment Needed

- A computer with a web browser to view the presentation. If you have speakers for your computer, you will be able to listen to the training using them.
- If you do not have speakers for your computer, you will need a phone to listen to the presentation. (Speaker phone recommended, but not required.)

How It Works

- Participants will receive an e-mail invitation containing a link with instructions at the beginning of the week the course will be taking place from the e-mail address messenger@webex.com. (Please add this e-mail address to your "allowed senders list.")
- Materials can be viewed on a secure internet site.
- Questions can be asked at any time during the course, and interactive exercises will test your mastery of the material.
- To join the event more quickly, you can set up Event Manager before the event starts. Go to: <https://gfoa.webex.com/gfoa/ecsetup.php?frommail=1>.

Coaching Your Employees to Greatness

March 28, 2019 | 2:00 pm to 4:00 pm (ET)

**GROUP
INTERNET-BASED
COURSE**

Please print or type

Check here if you are faxing this form or scanning and e-mailing this form to training@gfoa.org. Fax: 312-977-4806.

If faxing, do not mail the original.

Name: _____

Title: _____

Employer: _____

Address: _____

City: _____

State/Province: _____ Zip/Postal Code: _____

Telephone: _____

Fax: _____

E-mail: (Required) _____

GFOA Membership # (if available) _____

Check box to indicate if you are substituting for an active member.

Active Member #: _____

Active Member Name: _____

Please photocopy this form for additional registrants.

Registration Fees (Please Check One)

GFOA Member / WPF Member: \$0 Non-Member: \$95

Registration Fee \$ _____

Group Discount \$ _____

New member fee: Visit gfoa.org/join \$ _____
or call GFOA at 312-977-9700 for fee

Discount for paid new member (\$25) \$ _____

REGISTRATION TOTAL \$ _____

GFOA members – please register by submitting this form to GFOA or register online at <http://bit.ly/WPFNwebinar>.

WPF members – please register by completing the registration form at the following link: <http://gfoa.org/coaching-your-employees-greatness-webinar-women-public-finance-wpf-registration>

Payment Information (Please Check One)

Fees must be paid in U.S. dollars by check, credit card, or purchase order.

Please do not submit duplicate copies of this form.

Payment by Check:

Make check payable to “Government Finance Officers Association”
Send to: GFOA • 203 N. LaSalle St. • Suite 2700 • Chicago, IL 60601-1210

Payment by credit card: scan and e-mail this form to training@gfoa.org;
fax: 312-977-4806; or send to:

GFOA • 203 N. LaSalle St. • Suite 2700 • Chicago, IL 60601-1210

Amex Discover MasterCard VISA

Name on Card: _____

Account Number: _____

Exp. Date: (Mandatory) _____ - _____ / _____

Signature _____

Bill Me:

(Scan and e-mail this form to training@gfoa.org or fax to 312-977-4806.
If selecting this option, you must include a purchase order number.
Payment must be received for all registrations prior to the event date.)

P.O. No: _____

GFOA Tax ID Number: 36-2167796

A copy of the confirmation will be sent as a PDF attachment via e-mail from training@gfoa.org. Please add this address to your allowed senders list.

CPE Credits: GFOA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org.



National Registry of CPE Sponsors
150 Fourth Avenue North • Suite 700
Nashville, TN 37219-2417
www.nasba.org

Connect with GFOA

Government Finance Officers Association (GFOA) | GFOA Members Forum

@GFOA (#GFOA and #GFOA2019) | @GFOAJobs | @chrisgfoa

GFOA of the US & Canada | GFOA Members Group



Government Finance Officers Association

203 North LaSalle Street, Suite 2700

Chicago, Illinois 60601-1210

312-977-9700 | fax 312-977-4806 | gfoa.org

Substitutions (government entities only): A one-for-one substitution of a nonmember for an active member is allowed. If your organization has a current GFOA member on staff who is not participating in this training seminar, a nonmember may attend in his/her place at the member rate. You must provide the member number and/or name of the GFOA member on the registration form.

Inquiries: For information regarding administrative policies such as complaints and refunds, please contact GFOA at training@gfoa.org or at 312-977-9700.