



# INTERAGENCY TRAINING OPPORTUNITY

**COST: \$290.88**

## 40-HOUR BASIC MEDIATION COURSE

**Sponsored by the Dallas-Fort Worth Federal Executive Board and  
Federal Mediation & Conciliation Service (FMCS)**

**DATE: May 1-5, 2017**

**ABOUT THE COURSE:** This workshop focuses on the mediation process and skills required to be a successful mediator. Course work includes facilitating difficult conversations, creative problem-solving, interpersonal negotiations and communication. The course is highly interactive, with specially designed role-plays reflecting a variety of workplace conflicts and Mediation Skills for the Workplace. It prepares your organization for collaborative problem-solving.

Upon successful completion of this course, participants will receive a verified Mediator Certificate. The course will also include information presented by the DFW Federal Executive Board, explaining the ADR/FEB Mediator Cadre process.

This course is limited to federal agency employees. Please register by completing the attached FMCS "REGISTRATION for FEDERAL EXECUTIVE BOARD (FEB) TRAINING" **listing each participant that will be attending from your agency, completing the payment information, and signing the form. If paying by credit card you do not have to include your credit card number at registration.** Just enter "Call for Credit Card Number" on the form. Email the completed form to LuAnn Glaser, Manager of ADR Services at [rmiller@fmcs.gov](mailto:rmiller@fmcs.gov).

**No cancellations/refunds will be accepted after COB April 21, 2017.** The **maximum** per person fee is set at \$290.88, however, you will not be charged until after the class. The final cost will be based on the total number of students in the class, not to exceed the \$290.88 amount, the amount charged may be less than \$290.88. If you have any questions regarding the registration process, please contact the FEB staff at [febdfw@gsa.gov](mailto:febdfw@gsa.gov) or call 214-767-5370.

**TRAINING LOCATION:** ICE/DHS  
3860 W. Northwest Hwy  
Ste. 408  
Dallas, TX 75220

**SUBMIT THIS COMPLETED ENROLLMENT FORM TO THE FEB OFFICE & FMCS by APRIL 21, 2017 email OR FAX PAGE 1 to [febdfw@gsa.gov](mailto:febdfw@gsa.gov) and PAGE 2 to [rmiller@fmcs.gov](mailto:rmiller@fmcs.gov)**

To Complete Enrollment, Please complete the attached payment form (page 2) and submit to FMCS at [rmiller@fmcs.gov](mailto:rmiller@fmcs.gov)

Billing and Payment Processing will be completed by FMCS.  
The FEB FAX #: 214-767-5380

NAME: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

AGENCY: \_\_\_\_\_ LOCATION: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTINUE TO COMPLETE FMCS ENROLLMENT/PAYMENT DOCUMENT ATTACHED