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July 31, 2017

Dear Senior Leaders,

On behalf of the League of United Latin American Citizens Federal Training Institute (FTI) dedicated to empowering Latinos at the local and national level, we invite you to serve as a coach at one of the Roundtable and Speed Mentoring discussions we will hold at the LULAC 5<sup>th</sup> Federal Training Institute Partnership (FTIP). This year we will have two roundtable discussions: Senior Executive Roundtable & Speed Mentoring for GS 13 – 15 and the Leadership Roundtable & Speed Mentoring for GS 9 – 12 employees.

This collaborative effort with the National Council of Hispanic Employment Managers is open to all GS 9 – 15 government employees and is considered one of the key components of the FTIP and of great value to attendees. They will have an opportunity for a more direct, give and take interaction with senior executives and experienced managers. The participants will participate in an informal exchange of information regarding SES competencies, performance expectations as a leader, and maximizing career opportunities to enhance their skills to serve as leaders in government.

The Roundtable & Speed Mentoring sessions will take place on Friday, September 22, 2017 from 9:00 a.m. to 12:00 p.m. at the U.S. Department of Health and Human Services (HHS), 200 Independence Avenue SW, Washington, DC. Check in will be from 8:00 a.m. to 9:00 a.m.

We would be honored to have you share your expertise, motivate employees to pursue leadership opportunities, and assist them in becoming our future government leaders by serving as a mentor at this event. If you are able to participate, we ask that you confirm your participation by submitting a completed coach registration form included in the attached request for proposals (RFP) by Friday, **August 25, 2017**. This form will assist us in adequately serving your needs.

If you have any questions or concerns, please contact Sara E. Clemente Sosa, Director of Federal Affairs via email at [sclemente@lulac.org](mailto:sclemente@lulac.org) or by calling (202)734-7200.

We look forward to your favorable response and participation!

Sincerely,

*Sara E Clemente Sosa*

Sara E. Clemente Sosa  
LULAC Director of Federal Affairs