



2017 Federal Training Institute Partnership (FTIP) Senior Executive and Leadership Development Training FTIP to Do List Must-Haves to Bring to the FTIP

We are going **green**; therefore, printed copies of the agenda will not be provided at event and workshop presentations will be shared via the LULAC website after the event. This initiative helps us reduce paper use and most importantly make the event more cost effective; thus allowing us to continue providing training at no cost to you. We also would like to inform you that we will not be able to provide any meals but you are welcome to visit the Natcher Conference Center's cafeteria. Please make sure you complete your checklist to better prepare for the training event.

- Read all documents sent and follow the instructions provided
- Print a copy of the agenda and other documents provided via Email.
- Bring a copy of the FTIP Agenda each day
- Bring copies of the Evaluation Forms each day
- Bring copies the Request for Certificate Forms each day
- Bring a notebook and pencil and/or a tablet or laptop to take notes. No matter how you decide to take notes, it is helpful to have a repository of key insights to revisit and continue to learn from them in the future.
- Have a game plan. Review the conference agenda and highlight the most relevant sessions to help you stay on track. Research the people who are attending and get some networking done while at the FTIP. You will walk away feeling accomplished.
- Have your 30-Second elevator pitch ready. People are going to ask you what you do. Make sure you have a clear and concise 30-second pitch that communicates who you are and, more importantly, what you are looking for. Most people say, what they do, but very few say what they are looking for.
- Be prepared to network! It's easy to walk into a networking event and feel overwhelmed and unprepared (and awkward).
- Don't forget your business cards
- Carry your portable battery charges
- Respect quiet zones and workshop presenters. If you are in the middle of a workshop, it is rude to have your phone go off and disrupt the speaker and everyone in the audience. The easiest fix is turning on the vibrate button on your cellphone.
- Turn on the vibrate button and/or turn off your cell while in workshops
- Submit both your evaluation sheet along with your request for certificate to the moderator after each session.