



Federal Employment Law Training Group

Training By Professionals For Professionals

www.feltg.com · Onsite Training · 508/349-3777

The Federal Employment Law Training Group is dedicated to providing employment law training for the federal government community. FELTG's comprehensive educational seminars cover a wide range of employment law and federal personnel law issues including EEOC and MSPB precedent and procedures, labor relations and FLRA law, ADA updates, whistleblowing retaliation claims, administrative litigation techniques, mandatory annual No Fear Act training, FMLA and arbitration.

Our custom on-site training is available in all employment law subjects, including training for supervisors and managers on best personnel practices in the workplace and training for union personnel.

FELTG's principal instructors are practicing attorneys in the area of federal employment law. Each has over 25 years of experience in the field, and all represent both employees and agencies in hearings and appeals before EEOC, MSPB, FLRA and in arbitrations.

For more information, visit our website at www.feltg.com.

FELTG LLC is a Massachusetts Limited Liability Company doing business as the Federal Employment Law Training Group.



FELTG's Onsite Training Programs

Have you ever been to a conference only to realize that the two sessions you want most to attend are offered at the same time? Or that there is really nothing that you want or can use in your job offered in a particular time slot? We've all had those experiences. Conferences are fun, they can be valuable, and they have their place. But, in the end, conferences are no substitute for training. At FELTG, we don't specialize in conferences, we specialize in interactive training. You won't get a series of speakers talking about unrelated topics from us; what you will get is a comprehensive

training program driven by identifiable learning objectives. This brochure will give you an idea of some of the programs that FELTG has conducted for agencies over the last several years. Many of these programs were developed because agencies asked for them. So, if you don't see exactly what you're looking for, tell us what you want and we can design the program that meets your needs. Best of all is the fact that we come to you. There's no enrollment fee for each employee you want to send to training; there are no travel, lodging or other per diem expenses. All we offer is quality training at an affordable cost. So, give us a call at 508/349-3777 or visit our website at www.feltg.com, to see if we can meet your training needs.

Our Instructors



ERNEST HADLEY has been a premiere practitioner in the area of federal sector discrimination law for over 25 years, writing extensively, and representing both employees and agencies.



WILLIAM WILEY is a former Chief Counsel to the Chairman of MSPB and Chief of Staff to the General Counsel of FLRA. He is an author and lecturer with 30 years of employment law experience.

Half Day: \$4,000 per instructor
First Day: \$5,975 per instructor
Extra Days: \$4,975 per instructor

All FELTG courses are designed for one or two instructors. Onsite rates include an electronic version of course materials and travel and lodging expenses.

Here are just a few of the onsite training courses that FELTG offers. Most courses can be adapted from introductory to advanced levels.

MSPB Courses

- Basic MSPB: Nuts & Bolts
- Defending Adverse Actions
- Controlling Leave Abuse
- Crafting Charges & Penalties
- Holding Employees Accountable for Performance
- Conducting Misconduct Investigations

EEOC Courses

- Basic EEOC: Nuts & Bolts
- The New ADA—What You Need to Know
- Preventing Hostile Environment Harassment & Avoiding Liability
- Conducting Medical Exams & Inquiries under the ADA & GINA
- Compensatory Damages & Other Remedies
- Mandatory EEO Counselor & Investigator Training

FLRA Courses

- Basic FLRA: Nuts & Bolts
- Handling Grievances & Arbitration
- Navigating Negotiability Issues
- Effective Negotiation Techniques & Strategies

Litigation Courses

- Basic MSPB & EEOC Litigation
- Conducting Effective Discovery
- Hearing & Witness Preparation
- Legal Writing
- Hearing Advocacy

Supervisory and Management Training

In addition to customized supervisory and management training, FELTG offers a special course designed to meet OPM requirements for mandatory supervisory training. Consistent with 5 CFR 412, the course covers managing performance, including mentoring, improving performance, conducting appraisals and dealing with unacceptable performance. Taught by FELTG instructors William Wiley and Ernest Hadley, this one-day course has a special reduced price of \$9,975.

Union Training

FELTG also conducts onsite training courses specifically designed for unions. In many instances, several locals combine for onsite training making it even more affordable. For more information, call us at 508/349-3777.



PETER BROIDA has been a leading practitioner in the areas of discipline and performance actions for nearly 30 years, writing extensively, and representing employees and agencies nationwide.

FELTG routinely offers open enrollment courses in Washington, D.C. and San Francisco on MSPB, EEOC, and FLRA law, as well as administrative litigation.

Visit our website at www.feltg.com or call 508/349-3777 for details.



GARY GILBERT is a former Chief Administrative Judge for the EEOC. He is the author of the often-referenced "Compensatory Damages and Other Remedies in Federal Sector Employment Discrimination Cases."