

# NISH 2009 Training Programs for December



## December Classes

- Customized Employment for Anyone, Anywhere, Anytime: Creating Careers in a No-Jobs Labor Market
- Operating and Managing a Successful Custodial Business: Learning the Art & Science of Cleaning
- 4 Roles of Leadership
- AbilityOne Academy
- Best Practices in Fleet Services

**AbilityOne**

PROGRAM



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# NISH 2009 Training Programs for the Month of December

The NISH Academy for Leadership, Performance and Development is committed to delivering learning solutions that enhance the capabilities of our national AbilityOne nonprofit agencies (NPAs). We also offer training opportunities to other members of the AbilityOne community.

Take advantage of one of the best professional development programs available. The 2009 training program focuses on core standards to help meet critical competency requirements. Our one-of-a-kind training resources are designed to provide the tools needed to succeed in the AbilityOne Program as well as other business environments.

## Plus, check out these benefits!

- No registration fees
- Reduced room rates with hotels
- Training incentive program to help AbilityOne NPAs offset a portion of travel costs

## For More Information and Hotel Booking

Visit the training tab on [www.nish.org](http://www.nish.org) or contact the NISH Training Department at (571) 226-4534 or (571) 226-4647.

### IMPORTANT

To be eligible to receive a goldenrod form, Certificate of Completion, or to receive CEUs, participants must attend the entire training program from start to finish, **no exceptions.**

## December Training Schedule

### Customized Employment for Anyone, Anywhere, Anytime: Creating Careers in a No-Jobs Labor Market

**December 1, 2**

**Chicago, IL**

#### Purpose:

Customized employment builds on the energy created by supported employment, taking it to another level by refining the job development process, including self-employment as a legitimate career option, and by utilizing such augmentations as Resource Ownership and Social Security Work Incentives. This course will be of particular interest to participants who assist people with disabilities to move beyond traditional community employment, start their own businesses and hope to increase customer service using these fundable service practices in their NPAs.

**AUDIENCE:** Middle-Managers, Front-Line Supervisors, Rehabilitation Staff and Human Resources Staff

#### Hotel Information

Doubletree Hotel Chicago Arlington Heights  
75 W. Algonquin Road, Arlington Heights, Illinois, 60005

Tel: 847-364-7600 Fax: 847-427-4298

Room Rate: \$129 Parking: Complimentary

**Reservations: Cut-Off-Date—November 1, 2009**

### Operating and Managing a Successful Custodial Business: The Art & Science of Cleaning

**December 3, 4**

**Baltimore, MD**

#### Purpose:

This course focuses on ways to organize, manage and operate a custodial business using the most current industry processes. Attention will be given to the need and ways to transition to green cleaning to meet the requirements of customers without increasing overall operational costs.

**AUDIENCE:** Middle Managers and Front-line Supervisors

#### Hotel Information

Tremont Plaza Hotel  
222 St. Paul Place, Baltimore, Maryland 21202

Tel: 410-727-2222 Fax: 410-685-4215

Room Rate: \$129 Parking: \$25

**Reservations: Cut-Off-Date—November 4, 2009**



No registration fees,  
visit [www.nishacademy.org](http://www.nishacademy.org)  
and register today!



# December Training Schedule (Continued)

## 4 Roles of Leadership

December 8, 9, 10

Dallas, TX

### Purpose:

NISH collaborates with Franklin-Covey to bring Stephen Covey's "4 Roles of Leadership" training to the NISH community. The course offers proven leadership strategies to help managers build strong, focused and loyal teams. The course teaches participants how to move beyond the "industrial age manager" and take on the role of leader to empower others and achieve results. This is a results-based training workshop that builds on Covey's book, *The 7 Habits of Highly Effective People*, plus it introduces new concepts from his latest book, *The 8th Habit*. It is designed to provide practical information on how highly effective leaders navigate change, deliver results and create empowered teams.

**AUDIENCE:** Mid-level Management, Senior Management, and Board Members

### Hotel Information

Sheraton-Dallas North  
4801 LBJ Freeway, Dallas, TX 75244

Tel: 972-661-3600 Fax: 972-385-3156

Room Rate: \$109 Parking: Complimentary

**Reservations: Cut-Off-Date—November 25, 2009**

## AbilityOne Academy

December 8, 9, 10

Vienna, VA

### Purpose:

This course provides an orientation for NPAs to the AbilityOne Program. Specifically, it is designed for NPAs new to the AbilityOne Program that are beginning their first federal contracts. This entry-level course provides an overview of the requirements for the successful execution of an AbilityOne contract. NPAs in the final development stages of their AbilityOne project and/or those just beginning their first contracts should plan to attend.

**AUDIENCE:** Staff members from various positions who have responsibility for any aspect of AbilityOne contracts or are new to the AbilityOne Program.

### Hotel Information

Crowne Plaza Tysons Corner (McLean)  
1960 Chain Bridge Road, McLean, VA 22102

Reservation: 888-465-4329 Tel: 703-893-2100

Fax: 703-356-8218

Room Rate: \$196 Parking: Complimentary

**Reservations: Cut-Off-Date—November 8, 2009**

\*Transportation will be provided from the hotel to the NISH National Office, 8401 Old Courthouse Road, Vienna, VA 22182

## Best Practices in Fleet Services

December 15, 16

Macon, GA

### Purpose:

This course highlights key elements to consider when setting up a competitively priced fleet management or maintenance operation. Participants will gain an in-depth understanding of essential elements of fleet operations. Key facets of fleet management that will be explored are: cost analysis and control, vehicle and equipment repair and preventive maintenance, parts management, motor pool and shuttle service management, marshalling and fuel management.

Additional information on fleet management services and this course are available on the NISH fleet website at [www.nishfleet.com](http://www.nishfleet.com).

**AUDIENCE:** Transportation and Contracting Personnel, Fleet Professionals, and Business Development Staff

### Hotel Information

Hilton Garden Inn Warner Robins  
207 North Willie Lee Pkwy, Warner Robins, GA 31093

Tel: 478-971-1550 Fax: 478-971-1590

Room Rate: \$119 Parking: Complimentary

**Reservations: Cut-Off-Date—December 1, 2009**

## Training Incentive Voucher Program

The training incentive (voucher) program was put into practice to help AbilityOne Producing NPAs offset a portion of travel costs to attend NISH training. After attending the training event eligible NIB affiliated or NISH AbilityOne producing NPAs should pick up a goldenrod form from the instructor.

**NOTE:** To be eligible to receive a goldenrod form participants must attend the entire training program from start to finish, no exceptions.

Submit requests for voucher reimbursement to your respective CNA agency.

### NIB

Office Administrator  
NIB Technical Center  
13665 Lakefront Drive  
Earth City, MO 63045

### NISH

Attention: Accounting Department  
8401 Old Courthouse Road  
Vienna, VA 22182

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Register today at [www.nishacademy.org](http://www.nishacademy.org)

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# Visit [www.nishacademy.org](http://www.nishacademy.org) and register online. It is easier, faster and more convenient.

**December, 2009**

REGISTRATION FORM FOR FAX

*Complete one form for each attendee and return by fax to the NISH Training Team at (703) 563-9169.*

Name, First	Name, Last				
Title	Name, Badge				
Company Name					
Affiliation (circle one)					
CRP (Producing)	CRP (Associated)	Federal (PA)	NISH Staff	NIB or NIB Agency	Other
Mailing Address					
City	State	Zip			
Telephone	Fax				
E-mail					
If you have special needs, please indicate					

*Complete one form for each attendee and return by fax to the NISH Training Team at 703-563-9169.*

- |   |   |
|---|---|
| <input type="checkbox"/> Customized Employment for Anyone, Anywhere, Anytime:<br>Creating Careers in a No-Jobs Labor Market | <input type="checkbox"/> 4 Roles of Leadership            |
| <input type="checkbox"/> Operating and Managing a Successful Custodial<br>Business: Learning the Art & Science of Cleaning  | <input type="checkbox"/> AbilityOne Academy               |
|   | <input type="checkbox"/> Best Practices in Fleet Services |

## Cancellation Policy

**If you register for a course and cannot attend**, contact the NISH Training Department at (571) 226-4534 or (571) 226-4547 to cancel your registration. NISH makes every effort to adhere to the published schedule, but reserves the right to make adjustments, cancel or postpone training events in emergency related situations or due to low enrollment. We will communicate cancellations as quickly as possible to all registrants via telephone, email and/or fax. NISH is not responsible for reimbursement of airline tickets and/or other accommodations should a program be cancelled.

## Travel Information

When calling the hotel mention the NISH Training Program to receive special rates by the hotel reservation cut-off-date. Also please **do not** make travel arrangements prior to receiving your attendance confirmation from the NISH Training Department.

## IMPORTANT

NISH training is available to AbilityOne associated nonprofit agencies. If your NPA/CRP status is not up to date, please contact your regional office immediately. NISH will no longer accept training registrations from NPAs/CRPs who have not re-affiliated with NISH.

## Photo Release

Your registration provides permission for your images, captured during regular activities and meetings of NISH through video, photo and digital camera, to be used solely for NISH purposes and publications, and waive any rights of compensation or ownership. You hereby release NISH, its directors, officers, agents, employees, customers from all claims on account of such use.

If you do not wish to grant permission for the photo release above, you understand that it is your responsibility to provide notice of that fact to NISH.