



Why Should I Attend this Training Workshop? (A Dozen Reasons)

1. Good People Need Great Skills – Every presidential election brings about change and uncertainty. When there is a change in Administrations, particularly with a political party change, turmoil seems to be the order of the day. It’s no secret that government information access professionals and other key players have been doing more with less. Now with the hiring freeze, it will be even more difficult. There will be an uptick in requests, and you can anticipate that more complex requests and expedited review requests will come your way. Knowing what to do and how to do it the right way, the first time is key to a running a good shop and avoiding appeals and lawsuits – not to mention excellent customer service.

2. Quality Training – ASAP prides itself on providing educational sessions that are instructor-led. Webinars, teleconferences, hybrid meetings, etc. – they are all great and serve a specific purpose. However, nothing compares to or exceeds the face-to-face experience. Numerous studies show that attendees at instructor-led training process and retain much more information.

Just like many agencies and organizations, budget issues have impacted ASAP. As it currently stands, the FOIA-Privacy Act Training Workshops in Denver on May 11-12 and in Chicago on September 6-8, 2017, are the only opportunities to attend an ASAP instructor-led training outside of the Washington, D.C. area.

3. Qualification Standards - When OPM recognized the importance of your work with the establishment of the Government Information Series, 0306, they specified the need for “keeping abreast of recent developments in the field of disclosure, including recent court and department decisions, current legislative resolutions or problems encountered within the FOIA program” and “serving as liaison to external customers and recipients to clarify and resolve issues.” As it pertains to Privacy Act work, OPM qualification standards include, “planning and conducting educational training sessions on Privacy Act requirements.” Many agencies have obstacles in establishing quality, internal training.

OPM has encouraged agencies “to continue to consider professional training organizations and affinity groups as a source of training.” ASAP training conferences and workshops are:

- ✓ Educational.
- ✓ About 85 percent of the time is scheduled for planned, organized exchange of information between instructors and attendees. The balance of the time is dedicated to breaks and lunch breaks. ASAP takes pride in the fact that our classrooms are filled at 8:00 am to 4:30 pm (regardless of the site location).
- ✓ Content is germane to improving individual performance.
- ✓ Development benefits will be derived through the attendee’s attendance.

The ASAP training programs are a one-stop shop that meets the agencies' requirements for training and validates you on a professional and personal level.

4. Collaborative Approach to Training - Come out of your Silo! For lack of a better term, when agencies provide training for their employees, it is usually a “tunnel-vision” approach. There is little or no consideration for the requester viewpoint or other best practices used in other agencies. ASAP programs are designed as a collaborative effort with multiple agencies and requesters. Hence, agency folks can learn from and liaise with external customers and recipients and learn what works or does not work in other agencies. Build connections – build a community.

5. Individual Attention – While many instructors take questions during the session, some work-related scenarios are not appropriate for the group, or are too time consuming. After each session, the instructors move to the “Ask the Expert” table and are available for one-on-one consultation with attendees.

6. Collegial Approach to Training – Some agencies choose to send several employees from the same or different locations to the training so that they have the opportunity to learn together. Many times, the supervisor will also attend to support these employees and help them understand the nuances of the information as it applies to their agency regulations. What a great opportunity for HQ and field office folks to come together! Many times we hear attendees say, “It was so great to finally meet my colleagues. I’ve talked with them on the phone for three years, but have never met them.”

7. Affordability – ASAP is a non-profit association dedicated to education. Traditionally, our registration fees/tuition are the lowest in the field. Most agencies would spend far more in resources for planning and executing internal training than the registration fee. When it’s time for supervisors to report annually the progress in training, having sent employees to the ASAP training is an easy fix.

8. An Evolving Field – All government information training will have core subject matter. These classes serve those new to the field and those with limited experience. Not to be overlooked is the value these classes provide as a refresher. We don’t know it all; we can’t remember it all, and new situations present new issues. Hence, a refresher course can be very beneficial. Even though some of the courses are standard offerings, there is plenty of new information and new (or different) insights.

9. Alignment with Agency or Organizational Goals – Practical advice, core knowledge, technical education, professional development, working with the public: you can get all of this and more at ASAP training programs and conferences. You are vital to your agency’s or organization’s mission and ASAP training helps you help your agency/organization achieve its crucial business objectives.

10. Information Exchange of Innovative, Creative Ideas – Different people learn in different ways, and information is exchanged in various ways. Attendance with peers from your own agency, other agencies, and the requester community as well as access to experts and just plain, old-fashioned networking all add up to an exciting and immeasurable learning experience. Many times, the most important thing you learn at a conference or training event is learned in a side, hallway conversation. Meeting counterparts in other agencies is another invaluable resource.

11. Conducive Learning Environment – You are more than your title. You are a professional and you deserve the best education that is available. Getting away from the daily routine and never-ending distractions in the office cannot be understated.

12. THE Best Instructors – ASAP enjoys a stellar reputation for providing the best in the biz when it comes to instructors. From many agencies and organizations, these experienced, established thought-leaders offer the technical and statute expertise while enhancing the learning with real-life experiences. They will inspire you and help you build your skill set.