

2017 ABMTS WORKSHOPS - Ft. Worth, TX

Leadership	Leadership	Are you ready to step into the role of management? If you are in management, do you understand your role? Are you energetic or need a little boost? If you answered yes to any of these questions, this workshop is for you. Learn the ins and outs of the role of management. This workshop will give ideas to get the spunk fired up in you! From there, you can roll out the visions and commitments to the members of your team. Learn how to lead authentically, communicate effectively, build trust, motivate your team and yourself, tackle resistance and successfully adapt to change.
Business Skills Enhancement	What It Takes to be a Revenue Agent and Revenue Officer.	In this workshop, you will learn the educational requirements for a Revenue Agent (RA) position. Want to learn what they do? Get firsthand knowledge of working with taxpayers or their representative, certified public accountants and attorneys. You will get a vision of the workplan and steps of conducting onsite examinations. Learn the importance of interview skills, observations and asking probing questions for resolution of the examination. During the workshop you will get a RA's perspective on persistence, communication skills and determination. Get a firsthand knowledge as regarding a discussion of working with taxpayers, representatives, Advisory, Counsel and Policy Analyst. You will get a glimpse of working an inventory and learn the importance of interview skills, maintaining taxpayer rights and using the solution directed approach to casework. Attending this workshop will give you a good idea of how the revenue officer works his/her inventory and help you determine and prepare for the position. Sometimes the RA and RO have to work together pertaining to the same taxpayer. RA conducts the exam and RO works on the arrangements for payment.
	What It Takes to be an Analyst	In this workshop, you will learn the educational requirements for an Analyst Position. Want to learn what they do? Get firsthand knowledge during this workshop. You will learn the skills necessary to qualify for the position and the type of analytical skills are expected.
	One Size Does Not Fit All: What It Really Means to Bring Your "Whole" Self to Work	It is a constant struggle for many to keep it together while dealing with everyday life situations and coping in the workplace. Do you check your personal issues at the door when you go to work? How do you leave behind domestic violence, eldercare, identity conflicts, grief, marital turmoil, and other personal issues? Is it possible to achieve work-life balance and not lose your identity? We'll talk about what work-life balance means, how to achieve your definition of it, and provide resources.
	Making the Computer My Friend - Pre-Registration Required - Must bring a Laptop Computer	Success in today's workplace requires much more than in times past. The computer has become the most vital tool, in not only the workplace, but even at home. If one desires to be connected, effective and even successful, they must be comfortable with the computer (and applicable tools) as they are with using a regular telephone. This workshop is designed to reduce the anxiety of working with this essential tool. Learn the basics of Wi-Fi and Hotspot connectivity, information security including virus protection, understand productivity applications such as Microsoft Office or equivalents and some simple functions of e-mail. You will also become familiar with the cloud and how your smartphone can be used as an extension of your computer. This workshop will be presented with practicality, therefore, laptops are requested for effective participation.
Professional Development	Making the Application Work for You - USA Jobs and Career Connector	Want to improve your resume? Learn the best way to answer qualifying questions? Get tips on writing and addressing job vacancy competencies? This workshop facilitated by a member of the HCO staff will give you answers. They will review and discuss the redesigned site, application timelines and answer questions about the application process.
	Impressions: Dressing for Success	You are interacting with individuals that are interviewing you at all times. Your goal to getting dressed for work is to project a professional, competent image, regardless of your employment level or career path. This workshop explores the questions you have relating to dressing professionally and business casual. Be prepared for a very interactive session.
	Elements of an Effective Self Assessment	This workshop will provide helpful tips on writing impactful self-assessments providing resources, experiences and best practices. During this session you will learn the steps to completing a great self-assessment. Remember, this is an opportunity to share your successes honestly.
	Emerging Professionals: Step Up, Take Charge and Own It!	Who's looking out for you, your career and your future? Are you a climber or a coaster? Are you a "flame thrower" or "flame starter?" Are you hungry to identify ways to ignite your passion? This session addresses how to approach and implement sustainable change, create opportunities to boost your career, and find solutions to challenges.