



Oregon

John A. Kitzhaber, M.D., Governor

State Board of Tax Practitioners

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Dear Course Instructor/CE Sponsor:

The Oregon Board of Tax Practitioners would like to invite you to attend the 2013 Instructor's Workshop. The workshop will provide valuable information for teaching the "80-hour Basic Tax Course" as well as seminars for continuing education credit.

There is no fee to attend the workshop. The featured speaker this year will be **Jennifer Webster, PhD**. Jennifer is the principal of Business Strategies, Inc., and provides consulting services in the areas of strategic planning, facilitation, leadership and team development, executive coaching, process analysis, diversity, interpersonal skills training and curriculum development. She provides services in both the private and public sector. Her range of clients include; Sprint Corporation, Clackamas Community College, Confederated Tribes of Grand Ronde, RDI, PacifiCorp, IBM, Columbia Sportswear Company, Georgia Pacific, McDonald Wholesale, Price Waterhouse Coopers, Tripod Data Systems, Dave's Killer Bread, Department of Human Services, Business Oregon, Oregon Department of Transportation, Department of Consumer and Business Services and Bonneville Power Administration (to name a few).

Jennifer currently teaches at Oregon State University in their graduate school of education. Her role has been to provide education and personal development through a variety of courses such as Workplace Cultures, Needs Assessment, Adult Development and Self-Organized Learning. She also serves as a university supervisor for students working on their internships. Since 2003, Jennifer has been teaching at Marylhurst University in the School of Business. Her courses have included; Conflict Resolution, Influence and Power, and Organizational Cultures. In addition, Jennifer is a part-time faculty member at Clackamas Community College in Portland Oregon. Since 2007, Jennifer has been providing training and curriculum development service to the college. Primarily the courses she has focused on relate to Performance Management, Innovation and Marketing, Train-the-Trainer sessions and process documentation

Coffee service and pastries will be provided in the morning. Lunch will be on your own. The workshop is being held within close proximity to many nice restaurants within walking and driving distance that you can choose from.

2013 Instructor Workshop
Wednesday – August 14, 2013
8:30 a.m. through 4:30 p.m.
To be held at the
Clackamas Community College – Wilsonville Campus
29353 Town Center Loop East
Wilsonville, OR 97070
(503) 594-0950

An agenda is attached for your convenience **OR** can be viewed on the Boards website at: www.oregon.gov/OBTP

Please register by completing the information below and returning a copy of this letter by mail to the board office **no later than 5:00 p.m., July 31, 2013**. If you prefer you may fax your registration form to (503) 585-5797 or e-mail to jane.billings@state.or.us We look forward to sharing a day packed full of information with you. Space is limited so be sure to register early.

“Those to dare to teach must never cease to learn”

2013 Instructor Workshop Agenda

Wednesday, August 14, 2013

8:30 a.m.—8:45 a.m.

REGISTRATION

9:00 a.m.—9:20 a.m.

WELCOME & INTRODUCTIONS (Janis Salisbury, Board Chair, LTC, EA & Jennifer Webster, Ph.D.)

9:20 a.m.—10:20 a.m.

SESSION ONE: Adult Learning

10:20 a.m.—10:35 a.m.

BREAK

10:45 a.m.—11:15 a.m.

SESSION TWO: Getting Learners to Remember

11:15 a.m.—12:00 a.m.

SESSION THREE: Training Techniques

12:00 a.m.—1:00 p.m. ***Lunch on your own***

1:00 p.m.—1:40 p.m.

SESSION FOUR: Preventions and Interventions

1:40 p.m. – 1:50 p.m.

BREAK

1:50 p.m.—2:50 p.m.

SESSION FIVE: Participants Personalities

2:50 p.m.—3:10 p.m.

SESSION SIX: Test Taking

3:10 p.m.—3:45 p.m.

SESSION SEVEN: Homework

3:45 p.m.—4:15 p.m.

PANEL DISCUSSION: Board Members & Staff - "Questions & Answers"

4:15 p.m.—4:30 p.m.

EVALUATION & ADJOURNMENT



2013 INSTRUCTOR WORKSHOP – REGISTRATION FORM

Yes, I will attend this years Instructor’s Workshop to be held on Wednesday, August 14, 2013.

Name: _____

Instructor in (Basic/CE) & for (Company/City): _____

License # _____ Telephone #: (_____) _____

Signature: _____

DEADLINE FOR REGISTRATION: *July 31, 2013*

*** Thank You for Attending ***