

# Treasury Executive Institute (TEI)

## About TEI

The Treasury Executive Institute (TEI) is the Department of Treasury's lifelong learning center for executives and senior leaders. The Institute exists to bring the best training on leadership, management, public service, and contemporary issues to senior leaders. TEI's main delivery mechanisms are 3-hour seminars that are interactive or 2-hour book discussions that consist of a lecture and Q&A format.

## Eligibility

VBA SES members and their direct reports at the GS-14 and GS-15 level are eligible to participate in any TEI program.

## Cost

The VBA Office of Employee Development and Training, has covered the registration and administration costs for all courses offered. Any travel related cost must be covered by the participant's home office.

## Location

Most courses are offered at TEI though some are held at other locations. Face-to-Face seminars are typically hosted at TEI's Classroom Lobby Level (unless otherwise noted as per the published training schedule) located at:

*U.S. Mint Building  
801 9th Street, N.W.  
2<sup>nd</sup> Floor Conference Room  
Washington, D.C. 20001*

(Approximately 2 blocks from Gallery Place metro station on the yellow/green line)

Click [\*\*here\*\*](#) for Google map.

Please be sure to check the catalog for each course's location. The addresses for all locations are listed below. If you have any questions or are unsure, please call TEI at 202-622-9311 or email them at [TEIWeb@treasury.gov](mailto:TEIWeb@treasury.gov).



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# TEI Course Catalog Fall/Winter 2014

*Please use the hyperlink below to access TEI's current course catalog*

[TEI Workshops & Training Programs Link](#)

## To Register

VBA personnel call TEI at **202-622-9311** to register. Registering for your first seminar will take 3-5 minutes; subsequent registration will take a few brief moments because your personal information will already be included in the database. TEI requires several pieces of information for initial registration, including name, title, agency, telephone, e-mail address, grade level, etc.

If you need additional information on how to register or on TEI in general, please email the TEI registration office at [TEIWeb@Treasury.gov](mailto:TEIWeb@Treasury.gov)

## Additional Information

A benefit of participating in TEI seminars is the opportunity for leaders from all departments and bureaus to network. Their client base includes all of the bureaus in the Treasury department, plus the legacy bureaus now at Homeland Security and Department of Justice. TEI also has conference rooms that are available for usage on a space available basis (suitable for up to 60 people), and they can be reserved using the TEI number 202-622-9311. The facility has media capability, easels, and large coffee pots (we supply coffee/supplies) in each of their two conference rooms (one for up to 60 people; one for 20-25 people).

## What types of courses are offered at TEI?

- **Speakers** – Programs tend to be two-hours or less in length, and are intended to stimulate your thinking on the stated topic.
- **Workshops** – Workshops tend to be longer than speakers and give you the opportunity to have more interaction and application of the topic.
- **Facilitated Discussions** – These programs promote self-reflection and provide an opportunity to share best practices across organizational lines. These groups have multiple conference calls and normally require pre-work and assignments. Please note participants should be able to attend all calls if they register for the class. Some of TEI's programs are completely interactive and require posting on a closed LinkedIn group.



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Please note that if you do not have a LinkedIn account, you must create one to use during these programs.

Participants in the Washington, D.C.-metro area attending in-person trainings are responsible for picking up class material from TEI. For participants outside the Washington, D.C.-metro area, participants must provide a current mailing address at the time of registration. Facilitated classes will close 30 days before the session start date, or when the session is full, whichever comes first, to ensure that participants receive material in a timely manner.

### **Desktop Streaming Programs**

These courses are offered Live from your own desktop! The actual link for a given program will be sent after registration has closed for the session. Instructions for viewing can be found on page 24 of the catalog.

### **Related Training Source**

TEI has a membership with the Institute for Management Studies (IMS), which allows the VBA, as a member group of TEI, to participate in IMS seminars at a low per-person cost. There is no grade restriction on participation, but the individual's office is responsible for paying the tuition of \$325 for a one-day seminar. Registration is through IMS directly. When registering, list your membership organization as US Dept. of Treasury. For more information: <http://www.ims-online.com/default.asp>

### **Additional Information**

Questions or comments may be addressed to Onika Coke-Muñoz, Chief, Professional Development, Office of Employee Development and Training, [Onika.Coke@va.gov](mailto:Onika.Coke@va.gov) or (202) 461-9494.



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