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Course Information

Program Title	Saying No: Setting Boundaries and Expectations
Location	History Colorado Center, MDC/Richmond Terrace Room, Denver, Colorado
Date	11/21/19
Start Time	15:10:00 MST
End Time	16:00:00 MST
Instructor(s)	▪ Amanda Hines, Of Counsel, Morrison Foerster ▪ Chris Becze, Partner, Tax, Armanino ▪ Debbie Murray, Assoc. Director, Avitus Group, Inc. ▪ Tim Gentry, CFO, Liberty Doors and Windows
Field of Study	Personal Development
Type of Instruction / Delivery Method	Live Group
Prerequisites	No preparation or previous knowledge is necessary for this course.
Advanced Preparation	None
Program Level	Basic
CPE Credit Hours	1.0 hours (based on a 50-minute hour)
CLE Credit Hours (applied)	0.0 hours (based on a 50-minute hour)
Price	This program is $175 for current Future Tax Leaders members, government employees, and faculty and students of qualified accredited programs and $300 for all others. 10% discount for groups of two or more from the same organization.
Complaint Resolution Policy	Questions, concerns, and complaints may be submitted to Info@FutureTaxLeaders.org.
Registration	https://national-conference-2019.eventbrite.com
Refund Policy	Refund available for cancellations made before November 14, 2019, or by Future Tax Leaders.

Course Description

Many of us struggle to set boundaries - limits on what we will and will not do - in the workplace for a variety of reasons, such as fear of job loss, a desire to please, passion for the work, interest in job growth, and lack of alternatives. Setting and communicating boundaries allows employees and their managers to agree on the scope and expectations of the employee's job. An absence of limits can lead to employees being overextended, scheduling conflicts, and performing tasks for which they are unprepared or do not have the tools, which can then negatively impact job performance and satisfaction. Our panelists will use a case study to share techniques and strategies for setting boundaries with employers, colleagues, and clients successfully. Attendees will learn (i) the importance of advocating for themselves, (ii) how to select and prioritize boundaries, (iii) when to set boundaries, and (iv) how to communicate and maintain those boundaries. Attendees will also learn how to cultivate boundary setting within their teams.

CPE & CLE Compliance

Future Tax Leaders' CPE and CLE courses are designed to comply with Colorado State Board of Accountancy and NASBA CPE and Colorado Supreme Court CLE standards and the provider requirements outlined in sections 88.1 and 88.2 of the California Board of Accountancy Regulations. CPE and CLE courses are based on 50-minute credit hours. Participants must attend at least 50 minutes of a particular course to receive one (1) credit in that course. Participants are encouraged to confirm eligibility compliance with their jurisdiction. CLE hours represent the hours applied for and anticipated.