

HUMAN RESOURCES PROFESSIONAL DEVELOPMENT MORNING TRAINING

Sessions Scheduled as of January 31, 2012

8:30 a.m. – 10:00 a.m. with NETWORKING from 8:00 a.m. – 8:30 a.m.

ADOA Building, Room 300, unless otherwise noted

DATE	TOPIC	PRESENTER
January 26, 2012	The 10 Attributes of Successful Leaders	Steve Thornton, CEO Expect Success Coaching & Training
February 23, 2012	Who's Really Running Your Organization?	Dr. Deborah Peck Seity Insight
March 22, 2012	Emotional Intelligence - It's Not What You Do, It's How You Do It	Stephanie Lee, SPHR Phoenix School of Law
April 26, 2012	Employee Complaints: How to Conduct Effective Internal Investigations Without Triggering Retaliation Claims	Pavneet Singh Uppal, Esq. Fisher & Phillips
May 24, 2012	Beyond Behavioral Interviewing: Hiring the Best	Mona Stone, Esq. Greenburg Traurig
June 28, 2012	Building a Positive and Sustainable Workplace	Karen Stafford Mountain States Employers' Council
July 26, 2012	Alternatives to Interviewing in the Public Sector	Colleen McManus, SPHR Chief Operations Officer, Benevilla
August 23, 2012	Good Documents	David Barton, Esq. Quarles Brady
September 27, 2012	"You're Not the Boss of Me" - Regulating Employee Conduct On (and Off?) the Job	Nonnie Shivers, Esq. Ogletree Deakins
October 25, 2012	Understanding the American Retirement Crisis and Financial Basics Short Course	Matt Wilson Gold & Associates
November 15, 2012	Employee Recognition	Tim Treu, Executive VP, Sales OC Tanner
December 20, 2012	Personnel Rules/Employment Law Update	Dennis Carpenter, Arizona Attorney General's Office HRD Staff

Persons with a disability may request a reasonable accommodation by contacting the ADOA Human Resources Office at 602. 542.2733. Requests should be made one week in advance to allow time to arrange the accommodation.

Session Descriptions

The 10 Attributes of Successful Leaders (January 26, 2012)

Developing high-level leadership focuses on understanding and implementing the strategies needed to unleash one's maximum leadership potential. One can only lead others to the level they themselves have reached. This session discusses the attributes of successful leaders.

Who's Really Running Your Organization? (February, 23, 2012)

The work in organizations is really accomplished through hidden human networks. Learn how to "see" your organization and balance the networks and hierarchy for efficiency, innovation, performance, and collaboration.

Emotional Intelligence – It's Not What You Do, It's How You Do It (March 22, 2012)

Organizations can become functional versus dysfunctional when employees learn to interact with each other and all different types of personalities. In this session, learn how we can use emotional intelligence to express ourselves and relate to others, creating an organization that is functional, rather than dysfunctional.

Employee Complaints: How to Conduct Effective Internal Investigations Without Triggering Retaliation Claims (April 26, 2012)

This session will address how to conduct an effective internal investigation while minimizing the risks and liabilities presented by retaliation claims, including identifying the proper person to lead the investigation, the limits of confidentiality both during and after the investigative process, potential claims of bias in the investigation, and appropriate remedial measures.

Beyond Behavioral Interviewing: Hiring the Best (May 24, 2012)

This presentation will cover basic legal and illegal questions and focus on strategies that HR can use to pinpoint the right candidate for the position (effectively matching job descriptions to candidates' skills, weeding out "blind" on-line resume posts, legal implications of hiring decisions and background checks.)

Building a Positive and Sustainable Workplace (June 28, 2012)

It's been said that there are always positive exceptions to business problems and challenges. Be the exception! Find solutions to organizational problems in new and creative ways.

Alternatives to Interviewing in the Public Sector (July 26, 2012)

Learn about the variety of tools, exams and exercises to help your organization identify the best candidates.

Good Documents (August 23, 2012)

Mark Twain famously said, "The difference between the almost right word and the right word is really a large matter—it's the difference between the lightning bug and the lightning." We all write. HR professionals live by the mantra, "if you don't write it down, it didn't happen." But how do you know that what you write is right? How can you be confident that your CYA memorandum won't turn into the Smoking Gun for the plaintiff at

trail? This session will teach you the ten rules for effective human resource documentation and will help you create documents your lawyers can use to prevail when you get sued by a greedy employee.

“You’re Not the Boss of Me” – Regulating Employee Conduct On (and Off?) the Job (September 27, 2012)

Learn what employers can and should do to regulate their employees’ conduct and how to satisfy often conflicted legal mandates.

Understanding the American Retirement Crisis and Financial Basics Short Course (October 25, 2012)

This program educates the HR professional on the external economic environment pertaining to retirement, covering seven financial factors that affect their workforce and thus the company’s overall well being. This program helps the HR professional by increasing awareness of the relationship between employee financial responsibility and company ethics and values. An understanding of financial basics gives the HR practitioner better insight to challenges that employees may be experiencing and what effects they are having on the company.

Employee Recognition (November 15, 2012)

Refresh your knowledge of the importance of employee recognition. This session promises to be exciting and will provide ideas on how to recognize your employees.

Personnel Rules/Employment Law Update (December 20, 2012)

This session focuses on updates to both the personnel rules and employment laws. Learn what’s new so that you are in compliance.