

**MORNING TRAINING SESSIONS TENTATIVE  
SCHEDULE AS OF AUGUST 19, 2009**

**8:30 – 10:00 (NEW TIME)**

**ADOA Building, Room 300A, B, and C unless otherwise noted.**

**NEW FOR 2009 – NETWORKING FROM 8:00 – 8:30**

<b>DATE</b>	<b>TOPIC</b>	<b>PRESENTER</b>
January 22, 2009	Bullying in the Workplace	David Barton Quartes & Brady
February 26, 2009	Disclosure of Medical Records	Dennis Carpenter Assistant Attorney General AG's Office
March 26, 2009	I-9 and E-Verify Updates	John Sheller, ADOA/HR Consultant Ron Loyd, ADOA Staffing Manager
April 23, 2009	Microinequities in the Workplace	Rory Gilbert
May 28, 2009	Performance Challenges: HR's Role in Supporting Management	Marnie Green Management Education Group, Inc.
June 25, 2009	Generations In the Workplace	Carolyn Pitre Wright Work/Life Program
July 23, 2009	FLSA	Jennifer Carr Department of Labor
August 27, 2009	Conducting Investigations – Do's and Don'ts	Assistant Attorney General, Lisa Hudson and Assistant Attorney General, Dennis Carpenter AG's Office
September 24, 2009	Pandemic Preparedness	Will Humble, Interim Director, Teresa Ehnert, Dr. Karen Lewis, and Dr. Peter Kelly Arizona Department of Health Services JoAnn Sullivan, Marsh Consulting
October 22, 2009	Conducting an HR Self Audit	Ginny McMinn, President McMinn HR™
November 19, 2009	Genetic Information Nondiscrimination Act (GINA)	Julie Pace, Partner Ballard, Spahr, Andrews & Ingersoll, LLP
December, 17, 2009	Employment Law Update	AG's Office

**PROFESSIONAL DEVELOPMENT TRAINING 2009**  
**SAVE THE DATE**

<b>QUARTERLY RULES TRAINING</b> 1:30 – 4:00 (unless noted)	
<b>GENERAL RULES</b>	<b>MARCH 23 – 1:00 – 3:30 (RESCHEDULED)</b>
<b>STAFFING AND RECRUITMENT</b>	<b>APRIL 30 – 1:00 – 3:30 (RESCHEDULED)</b>
<b>CLASS/COMP</b>	<b>JULY 8</b>
<b>EMPLOYEE RELATIONS</b>	<b>OCTOBER 14</b>
<b>SPECIAL TOPICS 1:00 – 5:00</b>	
<b>TBA</b>	<b>MAY 13 (CANCELLED)</b>
<b>TBA</b>	<b>DECEMBER 9 (CANCELLED)</b>
<b>STRATEGIC HR</b>	
<b>JUNE 18 10:00 A.M. – 12:00 P.M.</b> <b>1:00 P.M. – 4:00 P.M</b> <b>(CANCELLED)</b>	

*Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the ADOA Human Resources Office at 602. 542.7290. Request should be made as early as possible to allow time to arrange the accommodation.*