

**HUMAN RESOURCES PROFESSIONAL DEVELOPMENT MORNING TRAINING
SESSIONS SCHEDULE AS OF OCTOBER 7, 2011**

**8:30 – 10:00 a.m. with NETWORKING FROM 8:00 – 8:30 a.m.
ADOA Building, Room 300A, B, and C unless otherwise noted**

DATE	TOPIC	PRESENTER
January 27, 2011	Arizona Mature Workforce Initiative	Carolyn Pitre-Wright, Executive Director Governor's Office of Equal Opportunity
February 24, 2011	Immigration Law	Ian Macdonald, Attorney Littler Mendelson
March 24, 2011	The Emerging Public Workforce: Trends, Transitions, and Tools	Marnie Green, Principal Consultant Management Education Group
April 28, 2011	Workplace Harassment	Lisa Bliss, Associate & Barbara Ruga, Member Clark Hill
May 26, 2011	It Doesn't Make Sense and It's Costing Us Millions: A Strategic Domestic Abuse Initiative for HR Professionals	Stephanie Angelo, Business Consultant Human Resource Essential
June 23, 2011	Top Ten Policies to Promote an Ethical Workplace	Colleen McManus, Director Benevillia
July 28, 2011	USERRA Training for Human Resources Professionals	CWE (RET) Lawrence (Butch) Wise, Executive Director Arizona Committee for Employer Support of the Guard and Reserve
August 25, 2011	Preventing Discrimination During the Verification Process and Beyond	Melanie Pate Arizona Attorney General's Office
September 22, 2011	Motivating Your Employees	Joel Bishop O. C. Tanner Learning Group
October 27, 2011	Leadership and Communication	Chrys Davis Grand Canyon University
November 17, 2011	Personnel Rules Update	Human Resources Division Staff
December, 14, 2011 (Weds)	Employment Law Update	Dennis Carpenter Arizona Attorney General's Office

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

Arizona Mature Workforce Initiative (January 27, 2011)

This session will cover the changing demographics, social trends and perceptions within the workforce. It will address the loss of skilled talent in the future workforce due to the retirement of Baby Boomers, and how recruitment and retention of mature workers is a tool to address these workforce shortages. Attendees will learn how to make the State of Arizona Mature Worker Friendly Employer Certification work as a recruiting tool.

Immigration Law (February, 24, 2011)

Immigration law is a complex topic that has a major impact on employers. Join this session to increase your understanding of immigration law and Federal and State immigration compliance obligations facing Arizona employers.

The Emerging Public Workforce: Trends, Transitions and Tools (March 24, 2011)

The focus of this session is to share current demographic data as well as workforce trends that are impacting the labor pool we're hiring from, and that reflect the values of our current workforce. The content will be focused on workforce trends impacting public sector employers, including State Governments. We will explore shifting methods of communication, providing feedback, job design, and benefits.

Workplace Harassment (April 28, 2011)

Employees have the right to work in a safe environment free of harassment. This session will provide participants with a comprehensive review of how the law defines harassment and will cover the different forms of workplace harassment. Learn how harassment can negatively impact an organization, what is and is not acceptable behavior at work, and employer/employee responsibilities to preventing harassment in the workplace.

It Doesn't Make Sense and It's Costing Us Millions: A Strategic Domestic Abuse Initiative for HR Professionals (May 26, 2011)

Lost work days and lost productivity are known as the biggest siphons of corporate profitability. These siphons are usually created by things that are happening outside the workplace. The smallest changes have the biggest results and employers are in the unique position to make those changes. Learn how to proactively achieve non-abuse through strategies, creating a healthier, safer workforce.

Top Ten Policies to Promote an Ethical Workplace (June 23, 2011)

Ethics in business has been a "hot" topic for the past several years. This session will provide participants with an overview of ten key policies to help ensure a high degree of ethics in the workplace. Key components of each policy will be discussed in this interactive session.

USERRA Training for Human Resource Professionals (July 28, 2011)

A detailed overview of USERRA will be covered in this session, which includes all aspects of USERRA law, including military leave, seniority, health care, pensions, bonuses, time limits for military leave, etc. The presentation covers all aspects of employer and service member responsibilities.

Preventing Discrimination During the Verification Process and Beyond (August 25, 2011)

This presentation includes an overview of State and Federal laws regarding employment verification and employment discrimination. These laws include the Legal Arizona Workers Act (LAWA), the Immigration and Nationality Act (INA), the Arizona Civil Rights Act and Title VII of the Civil Rights Act of 1964.

Motivating Your Employees (September 22, 2011)

Join this session to hear one of Carrot Culture's elite presenters, Joel Bishop. Joel travels the globe motivating leaders to use the almighty Carrot in driving employee engagement.

Leadership and Communication (October 27, 2011)

Making a connection in today's dynamic business environment is critical to the success of any idea or enterprise. This presentation will make the case for why today's leaders must make a connection through their communications and examine several foundational elements of getting a point across in a variety of venues.

Personnel Rules Update (November 17, 2011)

Join your HR colleagues and enter your team in the "Battle of the Agencies" -- the reality game show where your team can demonstrate its knowledge of current HR laws, personnel rules, and statewide HR policies.

Employment Law Update (December 14, 2011)

This session, presented by the Arizona Attorney General's Office, will provide an annual update of the year's most notable employment law issues, changes and updates!