



partnering to bring you:

## Half-Day Employer “Best Practices” Seminar

March 9, 2010

**Strategic Planning | Succession Planning | Preventing Harassment | Conducting Harassment Investigations**

York and Hanover SHRM chapters in partnership with the **Manufacturer’s Association of South Central PA** and **PA CareerLink** will sponsor a Half-Day Seminar March 9<sup>th</sup>, hosting the nationally renowned Speaker, Author, and HR Consultant Margaret Morford.

**When:** Tuesday, March 9, 2010  
**Time:** 7:30 a.m. to Noon  
**Location:** Holiday Inn Conference Center  
2000 Loucks Road, York, PA

**Agenda:**  
7:30–8:00 Registration & Buffet Breakfast

8:00–9:00 Keynote Presentation Margaret Morford  
Approved for 1 recertification credit

**Breakout option #1:**  
9:15–Noon Writing an HR Strategic Plan  
presented by Margaret Morford  
Approved for 2.5 strategic recertification credit

**Breakout option #2:**  
9:15 – 10:30 Preparing for Strategic Planning  
presented by MANTEC  
Pending 1.25 strategic recertification credit

10:45-Noon Preparing for Succession Planning  
presented by MANTEC  
Pending 1.25 strategic recertification credit

**Breakout option #3:**  
9:15–10:30 Conducting Harassment Investigations  
presented by Rick Hackman  
Approved for 1.25 recertification credit

10:45-Noon Harassment Training  
presented by Rick Hackman  
Approved for 1.25 recertification credit



**Margaret Morford**  
President, The HR Edge, Inc.

**Ms. Margaret N. Morford** is President of *The HR Edge, Inc.*, an international management consulting and training company. With an undergraduate degree from the University of Alabama and a JD degree from Vanderbilt University School of Law, Ms. Morford worked as an attorney, specializing in employment law as well as VP of Human Resources for three large companies.

### Keynote Presentation Ms. Margaret Morford

#### **The Secret Language of Business—Workplace Politics, Power and Influence - What They Don’t Teach You in School.**

To maximize your professional effectiveness, you must do more than work hard--or even "work smart." You must master office politics. Now--in this breakthrough session--discover the secrets of forging alliances and avoiding counter-productive animosities. Zero in on the rules of "positive politics" you are most likely to violate--and exactly how to turn that around. In just half a day, you'll learn the powerful secrets of being smart about your conduct, powering-up your business communication, and enhancing your relationships with co-workers and your supervisor.

### SEMINAR BREAKOUT SESSIONS

#### **Breakout option #1: 9:15–Noon**

Writing an HR Strategic Plan presented by Margaret Morford, you will:

- Understand what should be included in a Human Resources Strategic Plan;
- Receive templates and check lists that will guide you in drafting a Human Resources Strategic Plan for your organization;
- Be able to work around the fact that your organization may not be willing to share its strategic business plan with HR, may not have a very detailed strategic business plan or may have no strategic business plan in place from which to build your Human Resources Strategic Plan;
- Take home the latest trend information to be incorporated in your organization's Human Resources Strategic Plan; and
- Learn how to draft a Human Resources Strategic Plan.

## NETWORKING EVENT

York SHRM is hosting a networking event with Ms. Morford on March 8, 2010 at Borders Books, York, PA from 5:00 to 8:00 pm.

This event is *free* and open to all. Registrations encouraged. Registered York SHRM members will receive \$10 gift card to Borders Books. To register, please visit [york.shrm.org](http://york.shrm.org).



**Breakout option #2:  
Presented by MANTEC**

9:15 – 10:30 am  
Preparing for Strategic Planning

10:45-Noon  
Preparing Succession Planning

MANTEC assists the manufacturers of South Central Pennsylvania to continuously and strategically strengthen their businesses. MANTEC sessions will cover Strategic Planning & Succession Planning

**Preparing for Strategic Planning**

- Why do strategic planning
- Readiness assessment – are you really ready?
  - Dealing with interfering issues first
  - Cultural assessment – HR perspective
- Not all Strategic Plans should be alike
  - Prioritization and Importance
  - Create the kind of plan you really need
- Using a facilitator
  - Methodology
  - Strategy map
- Choosing participants – HR perspective
  - Logistics – when and where
- Why- giving your plan meaning and focus
  - Market research
  - Key issue scenarios – HR perspective
- The importance of a communication plan

**Preparing for Succession Planning**

- Facts and Figures regarding Succession Planning
- Succession requests – what are the most common situations?
- Why does succession planning get put off?
- Why unplanned successions fail
- Keys to a successful succession plan
  - Predictive modeling



**Breakout option #3:  
Presented by Rick Hackman**

9:15–10:30 am  
Conducting Harassment Investigations

10:45-Noon  
Conducting Harassment Training

Richard (Rick) Hackman, Esquire, a member of Barley Snyder LLC Employment Law Group. Mr. Hackman represents management and employers in all aspects of labor and employment law. A graduate of American University, Washington College of Law, J.D., *cum laude* and the University of Dallas, B.A., *cum laude*

**Conducting Harassment Investigations**

This interactive session discusses the keys to conducting an effective sexual or other harassment investigation – thorough interview preparation and complete documentation.

**Harassment Training – Best Practices & Policies (So You Don't Have to Do Harassment Investigations!)**

Train now to avoid “pain” later. Learn the practices and policies you should have in place to minimize or eliminate unlawful harassment in your workplace.

**SEMINAR SPONSORS**



**REGISTRATION FORM**

Indicate below 1st 2nd and 3rd choices for Seminar break-out sessions. Seating is limited and 1st choices cannot be guaranteed.

- \_\_\_\_\_ Writing an HR Strategic Plan
- \_\_\_\_\_ I am SPHR certified and need strategic credits
- \_\_\_\_\_ Preparing for Strategic Planning
- \_\_\_\_\_ Preparing for Succession Planning
- \_\_\_\_\_ Conducting Harassment Investigations
- \_\_\_\_\_ Conducting Harassment Training – Best Practices & Policies

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Circle your membership: York SHRM HAHRA MASCPA

\$65 York SHRM, HAHRA or MASCPA members, \$85 for all nonmember registrations. Deadline for registration is March 4, 2010.

Please make checks payable to York SHRM. Mail registration and payment to:

Michelle Cunningham, HR Manager, Military & Commercial Fasteners Corporation, 11 Grumbacher Road, York PA 17406