

Technical training sessions designed for the public human resources professional.

### **BASIC WORKSHOPS ON-DEMAND**

The following four basic workshops will be offered on-demand this year. They will be scheduled as-needed based upon interest.

If you are interested in attending any one of the following workshops, please email Christopher Ko at [cko@centralsan.org](mailto:cko@centralsan.org) to have your name added to the interest list. You will be contacted once a new basic workshop is scheduled.

- **Classification and Compensation**
- **Employee Benefits**
- **Labor Relations**
- **Recruitment and Selection**

### **NEW ADVANCED WORKSHOPS FOR 2011 – 2012!**

NCCIPMA-HR is offering two new workshops this year. These (1/2) half-day workshops are intended to provide new or seasoned HR professionals with new skills on more advanced topics. There are generally no prerequisites for these workshops, other than a desire to learn.

#### **COMPLETE ATTACHED REGISTRATION FORM & SUBMIT PAYMENT TO:**

Christopher Ko  
c/o Central Contra Costa Sanitary District  
5019 Imhoff Place  
Martinez, CA 94553

Please make all checks payable to: NCCIPMA-HR.

OR

If you prefer to pay by credit card, we can email you an invoice from PayPal.

#### • **PERFORMANCE MANAGEMENT** **November 9, 2011 (Wednesday)** **Location: Dublin Public Library**

*Class Description:* The workshop covers principles of performance management and employee evaluations. This class is designed for managers, supervisors, team leaders and HR professionals. Attendees will gain new skills to assess performance, create the right talking points and manage the resulting discussion.

*Facilitator:* Jack Hughes, Esq., Partner, Liebert Cassidy Whitmore – Location: 200 Civic Plaza, Dublin, CA 94568.

#### • **WORKERS' COMPENSATION, ADA, AND FMLA** **February 1, 2012 (Wednesday)** **Location: Central Contra Costa Sanitary District**

*Class Description:* Also known as the “Bermuda triangle,” these are perhaps the most complicated areas to ensure compliance with all legal requirements. Mishaps could expose an agency to significant liability. This workshop will provide a brief overview of the legal statutes and offer practical tips and pointers on how to navigate through these various stages, as well as return to work evaluation and the interactive process.

*Facilitators:* Christopher Ko, IPMA-CP, Human Resources Manager & Shari Deutsch, Safety and Risk Management Administrator, Central Contra Costa Sanitary District – Location: 5019 Imhoff Place, Martinez, CA 94553.

### **REGISTRATION FORM**

Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Dept/ Division: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### **I would like to sign up for:**

- Performance Management
- Workers' Compensation, ADA, and FMLA

#### **Registration Fees per Workshop**

**\$49 (member)** Workshop Fee

**\$109 (non-member)** Workshop Fee  
(includes \$60 NCCIPMA Membership Fee for 2012)

*Workshop fee includes registration, refreshments, and workbook materials. Overnight lodging is not included. See reverse side for suggested lodging locations near each workshop.*

**PLEASE SUBMIT ALL REGISTRATIONS & PAYMENTS NO LATER THAN ONE WEEK PRIOR TO EACH WORKSHOP.**

Number of workshops attending: \_\_\_\_\_

Cost of each workshop x \_\_\_\_\_

Total Due to NCCIPMA-HR: \_\_\_\_\_

Payment Method:

\_\_\_\_\_ Check \_\_\_\_\_ Credit Card (via PayPal)

## Why Attend One or More Workshops?

NCCIPMA-HR's Professional Development Workshops are ideal for the new human resources professional and for those wanting to expand their skills into new areas.

In addition to our popular basic workshops, the new advanced workshops provide an in-depth look at the more challenging aspects of two important human resources functions: performance management and worker's compensation, ADA, and FMLA compliance.

Join the growing number of human resource professionals who have relied on NCCIPMA-HR's professional development workshops to ensure excellence in these HR function areas.

Take advantage of these excellent opportunities for networking with human resource professionals from other public agencies.

For more information or inquiries, email **Christopher Ko, c/o Central Contra Costa Sanitary District** at [cko@centralsan.org](mailto:cko@centralsan.org)

or

**Irene Barragan, c/o City of San Jose**, at [irene.barragan@sanjoseca.gov](mailto:irene.barragan@sanjoseca.gov)

## PROFESSIONAL DEVELOPMENT WORKSHOPS

**WHO:** For new HR Professionals and experienced HR Professionals wanting to expand their skills in new areas.

Also, managers and supervisors who are looking to expand their HR skills are highly encouraged to attend.

**WHEN:** Two ½ (half) day workshops (November 2011 & February 2012)

**TIME:** 8:00 am – 12:00 pm

**WHERE:** 2 locations in the SF Bay Area

**Performance Management Workshop:**

Dublin Library Community Room  
200 Civic Plaza, Dublin, CA 94568

**Workers' Compensation, ADA, and FMLA Workshop:**

Central Contra Costa Sanitary District  
Multi-Purpose Room  
5019 Imhoff Place, Martinez, CA 94553

**Lodging Information:**

Holiday Inn – Dublin  
(925) 828-7750

\*Ask for the City of Dublin discount room rate\*  
<http://www.holidayinn.com/hotels/us/en/dublin/dubrm/hoteldetail>

Hilton Concord  
(925) 827-2000

<http://concordhilton.com/>

**CANCELLATION / REFUND POLICY**

To cancel your attendance and request a full refund, you must contact Christopher Ko via email at least 14 days prior to the date of the scheduled seminar.



## Professional Development Workshops 2011 – 2012

**NEW Advanced Workshops Added!**

Intensive technical training sessions designed for the public human resources professional.

Sponsored by the Northern California Chapter of IPMA-HR (International Public Management Association) for Human Resources, IPMA-HR continues to provide top notch training for career development for the entry level and journey level professional. The facilitators for these workshops are highly regarded as experts in the field and will be sharing some of the latest trends in HR.

Visit [www.nccipma.org](http://www.nccipma.org)