



Cape Cod Human Resources Association

HR News

Cape Cod Human Resources Association P.O. Box 665, Hyannis, MA 02601

August 2011

www.cchraonline.com

Fall Networking Reception Thursday, September 8

CCHRA is kicking off the 2011-2012 program year with a welcome back networking reception! Join us in the elegant surroundings of the Cultural Center of Cape Cod for hors d'oeuvres, refreshments, and time for reconnecting with your colleagues. Learn more about the great programs CCHRA has planned for the year ahead and meet the CCHRA leadership team. This event is open to both members and non-members – bring a friend or co-worker to introduce them to CCHRA!

Date/Time: Thursday, September 8, 5:30 to 7:30pm

Location: Cultural Center of Cape Cod, 307 Old Main Street, South Yarmouth

Cost: \$15.00 (includes plentiful hors d'oeuvres and beer/wine/soft drinks)

Register here:

<http://www.cchraonline.com/program-schedule/>

Breakfast Meeting Thursday, September 22

Managing Your Own Career

"Organizations today are dynamic and constantly changing. Don't wait for someone else to decide your fate. Be ready to support your value inside your organization, and at the same time, always be ready for the unexpected!"



Guest Speaker

Donna Sullivan, Vice President and General Manager, Transition Solutions

Holiday Inn - Route 132, Hyannis, MA

7:30 - 7:45 a.m. Breakfast Buffet

7:45 - 8:00 a.m. Business Meeting

8:00 - 9:00 a.m. Guest Speakers

Please join us for a discussion on the development of a strong sales plan for career management. It will cover how to use this data to formulate strategic development plans for an individual and how to use them inside or outside an organization.

Donna Sullivan brings over 25 years of general management, employee training, and corporate sales and marketing expertise to her leadership role with Transition Solutions. As Vice President and General Manager, Donna's focus is on developing and implementing high quality and effective programs that achieve objectives and exceed both corporate and individual client's expectations.

2011-12 CCHRA Program Schedule

October 27, 7:30am to 9:00am

Topic: *Developing Leaders and Unleashing Potential at All Levels*

Speaker: Rita B. Allen, Rita B. Allen Associates

December 1, 7:30am to 10:00am (expanded program)

Topic: *Understanding the Essentials of Wage and Hour Law*

Speakers: Kathy Murphy and Michael Maccaro, Murphy, Hesse, Toomey and Lehane, LLP

Fall Conference—Thursday, October 13, 2011

Workplace Motivation: Tools of the Trade

Keynote Speakers

Ten Practical Employee Engagement Steps That Drive Results

Bob Kelleher
[The Employee Engagement Group](#)



Strength to Lead: Increasing Your Resilience, Drive and Stamina

Steve Satin
[Satin Wellness](#)

Conference Registration

www.cchraonline.com/conference/

Members		Non-Members	
Early bird (before 8/31/11)	\$120.00	Early bird (before 8/31/11)	\$135.00
Regular (9/1/11 and after)	\$150.00	Regular (9/1/11 and after)	\$165.00

Our Conference Sponsors



MEMBER NEWS

ANNUAL MEMBERSHIP RENEWAL

Membership Dues are \$60.00
Yearly Membership Plus 9 Breakfast Meetings \$200.00
Monthly Breakfast fee is \$20.00/meeting for members who pre-register
Non-members and same day registrations are \$25.00/meeting

MEMBERS IN TRANSITION

The CCHRA Board encourages any active members, who are unemployed at the time of membership renewal, to apply for a membership scholarship. See the website for more details: <http://www.cchraonline.com/resources/scholarships/>

The CCHRA Conference Committee is still accepting [sponsorship and vendor registrations](#).

Would you like your company's logo on conference bags, signage, website, newsletter or programs?

For more information please contact: Stacia Plumb (splumb@capecodonline.com),

Leslie Terry (RLETerry@comcast.net) or Joan McDonald (joan@ciwib.org)

Professional Development Opportunities at Cape Cod Community College's Hyannis Campus

For information:

<http://www.capecod.edu/web/werc>

SHRM ESSENTIAL OF HR MANAGEMENT

Friday, November 4 and 18 from 8:00 to 4:00

Fee: \$499

This fifteen (15) hour introductory course offers a solid, comprehensive overview of human resource roles and responsibilities. This course is ideal for those who are just starting out in the HR profession, small business owners, or those who are looking for an effective way to improve their employee management skills. Tuition includes all SHRM study materials which will be distributed at the first class.

EFFECTIVE WORKPLACE COMMUNICATION FOR MANAGERS

Friday, October 21 from 8:30 to 3:00

Fee: \$99

This workshop will provide the tools and techniques to develop and enhance your communication skills as a manager, including how to redirect and provide your staff with feedback about the quality of their work and their professional performance or lack thereof.

TIPS & TECHNIQUES FOR NOVICE TRAINERS

Wednesday, October 12 and 19 from 4:00 to 6:30

Fee: \$75

Health and human service professionals often provide training for staff and clients they serve. This workshop reviews what we know about how adults learn best. Learn simple training tips and techniques to improve the design and delivery of educational programming, and enhance the learning retention of your students.

CCHRA awards scholarships to members for professional development. Check it out at:

www.cchraonline.com/resources/scholarships/

Professional Development Opportunities at Upper Cape Tech Adult & Continuing Education

<http://www.uppercapetech.cc/>

TO MEDIATE OR NEGOTIATE

Whether it's a business issue or problem or personal challenge you face, this short course will give you tips and techniques to practice when putting your best foot forward in business or personal negotiation.

Mon • 6:00 - 8:00 PM Starts 10/17 2 sessions Fee: \$49

CREATING THE SPACE YOU NEED TO SUCCEED

Life can get in the way of life sometimes. Your physical environment, health, emotions, financial concerns and relationships can cause you to lose focus and get off track from achieving your goals. Regain your emotional strength and vitality and make room for your personal goals once again. Thur • 6:00 - 8:00 PM Starts 11/10 1 session Fee: \$29

DE-CLUTTER YOUR WORKSPACE

Feel overwhelmed by all the stuff you have to deal with? Learn specific strategies for how to organize your office or any workspace so you can be more productive, less stresses at work, and find what you need when you need it. Mon • 6:00 - 9:00 PM Starts 9/26 1 session Fee: \$29

OSHA 10-HOUR CONSTRUCTION OUTREACH

The program covers occupational safety and health for workers covered by OSHA 29 CFR 1926. Upon successful completion of the course, participants will receive an OSHA 10-hour Construction Outreach course completion card within 4 to 6 weeks. The Commonwealth of Massachusetts recently passed a law that requires 10-hour OSHA Outreach training for all employees on publicly-funded construction jobs with an estimated value of more than \$10,000. Wed • 6:00 - 9:00pm Starts 10/5 4 sessions Fee: \$149