WHO WILL LEAD IN THE WORKPLACE?

SPARTANS WILL.

2018 PROGRAM CATALOG

MICHIGAN STATE UNIVERSITY

HUMAN RESOURCES EXECUTIVE EDUCATION
LETTER FROM THE DIRECTOR

2018 is the year of Next Generation HR, the year when more than ever before, HR professionals hold the key to meeting the challenges facing our organizations.

Last year saw destructive storms, divisive politics, and seemingly endless cyberattacks. These events have led to the need for workplace cultures that are truly inclusive, “…where every employee and leader feels valued, is able to contribute their strengths, skills and knowledge in meaningful ways, and the leadership effectively connects the dots from tactics to strategy, vision to results, problems to solutions, and ideas to outcomes.”

Develop such a workplace through:

» Meaningful succession planning
» Leadership development and coaching
» Agile performance management that meets the needs of a multi-generational workforce
» Talent acquisition and management programs that attract and retain the best talent
» Balancing technology with the human touch needed to enhance performance and organizational success

Our workshops will provide you and your team with proven strategies and the most up-to-date information. Classes are limited in size to ensure a comfortable learning environment and time to address your questions.

The programs we’re offering in 2018 are designed to help you meet the challenges facing your organization. As we’ve talked about in our Certified Human Resources Specialist classes, meeting these challenges requires adopting a holistic systems perspective. It requires ensuring the vertical and horizontal alignment among programs, policies, and procedures that facilitates a truly high-performance workplace. These programs will provide you and your team research-based, practical information you need, in an easy-to-understand manner that facilitates immediate application of concepts to your workplace.

Whether you attend one of our programs, send your management team to help them strengthen their skill-set, or bring our faculty to your organization, I hope that you will allow us to partner with you as you maximize the ROI of your training dollars.

Sincerely,

Tina M. Riley
Tina M. Riley, PhD
Director, Human Resources Executive Education
Associate Director, School of Human Resources and Labor Relations
Michigan State University

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CUSTOMIZED PROGRAMS

Bring the expertise of Michigan State University to your organization through:

1. Truly customized training and development programs
2. Leadership coaching and consulting
3. Presentation of classes for your team, at your facility

Experience the difference of having training and development programs that are truly customized to align with your organization’s vision, policies, procedures and unique needs.

Customized programs:

» Begin with in-depth conversations with key stakeholders to determine current strengths, goals, and potential competency gaps
» Provide written recommendations for building on existing strengths and closing identified gaps. Recommendations may include:
  › On-site training classes
  › Developmental experiences and activities
  › Individualized coaching programs
  › Ongoing consulting as needed

Human Resources Executive Education (HR Exec Ed) is the professional development unit of the School of Human Resources and Labor Relations at Michigan State University. The School is regarded as one of the premier schools of Human Resources in the country, and HR Exec Ed is a leader in the design, development and delivery of university-based human resources, labor relations, and management development programs.

Why choose HR Executive Education?

» Customized leadership development programs
» Practical hands-on teaching methods that facilitate immediate application and impact
» High quality and value: MSU HR Executive Education provides cutting-edge content at reasonable prices
» Personal attention to each participant, and ongoing access to faculty and resources, even after the class
» A variety of methods for delivering the training – in-person, online, or using virtual technologies

Contact Dr. Tina Riley to get started: By phone at (517) 432-6267 or via email at robert35@msu.edu
"Be a yardstick of quality. Some people aren’t used to an environment where excellence is expected."
- Steve Jobs
ELEVATING YOUR EMPLOYEES’ WRITING AND PRESENTATION SKILLS

Your employees’ writing skills have a direct and measurable impact on your organization.

Every year organizations spend a combined $3 Billion on improving their current employees and new hires’ writing skills, because leaders know that poor writing skills are a poor reflection on their brand.1

Becoming your company’s in-house expert on improving employees’ writing and presentation skills will create long-term value that extends to current and future employees. With a few key strategies, you will help develop employees who:

» Reinforce and enhance their company’s reputation
» Minimize the time and frustration associated with costly miscommunication and rewrites
» Increase efficiency and productivity
» Feel confident in their ability to communicate effectively within the organization

Participants who complete this workshop will be prepared to:

» Improve employees’ written communication skills in emails, internal and external documents, and reports
» Provide constructive feedback on written presentation skills
» Ensure employees written and communication skills align with their organization’s reputation and branding
» Implement proven methods for writing, reviewing, and editing communications with team members


PROGRAM INFORMATION

DATE AND LOCATION

April 20, 2018
East Lansing Marriott
300 M.A.C. Avenue
East Lansing, MI 48823
Phone: (517) 337-4440

PROGRAM TIMES

Registration & Continental Breakfast
8:00am – 8:30am
Program Time
8:30am – 4:30pm
Networking Lunch Included
12:00pm – 1:00pm

REGISTER ONLINE
hrlr.msu.edu/write

INSTRUCTOR
Eileen M. Wilson, PhD

REGISTRATION FEE: $495
GLOBAL LEADERSHIP: MANAGING PEOPLE AND OPERATIONS IN MULTINATIONAL CORPORATIONS

Multinational corporations face unique human resources and labor relations challenges.

Globalization and the continued, rapid market expansion, requires managers of multinational corporations to have a working knowledge of national culture and the ability to transfer their company’s knowledge, customs, and practices across borders.

This practical and interactive workshop will prepare managers to:

» Understand the legal, political, environmental, and cultural impact of managing people in a global market
» Apply global employment relations models as they relate to national culture and organizational knowledge transfer
» Work as a team to research and report on foreign countries in which your corporation operates, learning various management models and the challenges and advantages of national culture when managing people and operations in a global market
» Use real-time data to understand your corporation’s level of competitiveness in the global market
» Develop a working knowledge of diverse human resources and labor relations processes around the globe
LEADING WITH COACHING

Professionals and Managers: Learn new ways to feel empowered and inspired to achieve change in your organization.

Become confident and effective at positively influencing others to achieve organizational goals.

Enhance every interaction with clients and employees by learning these strategic approaches.

Who Should Attend?

» Anyone who is responsible for leading individuals or teams
» Mentors and coaches seeking to enhance their ability to lead with coaching
» Managers, Human Resources Professionals, and K-12 Administrators responsible for conducting evaluations

Participants in this seminar will learn:

» Your personal leadership style on day one
» How to lead, manage, and coach, the difference between the three, and when to use each strategy
» What it looks and sounds like to be a professional coach
» How to have effective coaching conversations and influence others in a positive way to create and achieve shared goals
» How to ask powerful questions and lead with coaching

PROGRAM INFORMATION

DATES AND LOCATIONS

March 21-23, 2018
Cincinnati, OH - Location TBD

August 22-24, 2018
East Lansing Marriott
300 M.A.C. Avenue
East Lansing, MI 48823
Phone: (517) 337-4440

PROGRAM TIMES

Registration & Continental Breakfast
8:00am – 8:30am

Program Time
8:30am – 4:30pm

Networking Lunch Included
12:00pm – 1:00pm

REGISTER ONLINE

hrlr.msu.edu/coaching

INSTRUCTOR

Kneisha Sanders, ACC. M.S.

REGISTRATION FEE: $1,095
MANAGING ACROSS GENERATIONS

Understanding the five generations currently in the workforce is crucial to forward-planning leaders and their organizations.

Each generation has a distinct culture, characteristics, and communication preferences.

Elevate your ability to manage and lead all of your employees by understanding and appreciating what every generation has to offer your organization.

**Attend this program and you will be prepared to:**

» Define the five generations currently in the workforce and their influences, preferences, and communication style
» Understand the unique cultural characteristics and attributes of each generation
» Implement key motivators for each generation, optimizing their work ethic and attitude
» Play to the strengths of each generation to increase productivity, collaboration, and employee morale
» Enhance your ability to effectively manage a multi-generational workforce now and into the future

PROGRAM INFORMATION

**DATES AND LOCATIONS**

**February 7, 2018**
East Lansing Marriott
300 M.A.C. Avenue
East Lansing, MI 48823
Phone: (517) 337-4440

**July 13, 2018**
East Lansing Marriott
300 M.A.C. Avenue
East Lansing, MI 48823
Phone: (517) 337-4440

**PROGRAM TIMES**

Registration & Continental Breakfast
8:00am – 8:30am

Program Time
8:30am – 4:30pm

Networking Lunch Included
12:00pm – 1:00pm

**REGISTER ONLINE**
hrl.msu.edu/generations

**INSTRUCTORS**
Eileen M. Wilson, PhD

**REGISTRATION FEE:** $895
More than ever before, developing an ethical and inclusive workplace culture is critical to organizational success. HR must lead efforts to develop a diverse and inclusive workplace.

Attend this workshop and learn how you can create a workplace where leaders and employees do what’s right, minimize implicit bias, and allow every individual to flourish and contribute in meaningful ways.

Diversify your workforce by eliminating implicit bias in hiring and performance management. Gain cultural awareness to enhance retention and leverage the strengths of a truly diverse workforce.

Attend this workshop to experience firsthand the two characteristics of truly effective diversity training: perspective-taking and goal-setting. You and your team will walk away with a plan to enhance the diversity, inclusiveness, and ethical behaviors needed for organizational success.

**Attend with your team to develop a shared understanding of:**

- Ethical leadership
- What it’s like to walk in someone else’s shoes
- How to develop a diverse and inclusive workplace
- Ethical standards used in organizations
- A framework to use when facing ethical dilemmas
- Maintaining an ethical workplace culture
- Cultural awareness and competency
- The impact of implicit bias in hiring, selection and performance engagement.

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**PROGRAM INFORMATION**

**DATE AND LOCATION**

October 10, 2018
East Lansing Marriott
300 M.A.C. Avenue
East Lansing, MI 48823
Phone: (517) 337-4440

**PROGRAM TIMES**

Registration & Continental Breakfast
8:00am – 8:30am

Program Time
8:30am – 4:30pm

Networking Lunch Included
12:00pm – 1:00pm

**REGISTER ONLINE**

hrlr.msu.edu/ethics

**INSTRUCTOR**

Angela Hall, JD, PhD and Michelle Kaminski, PhD

One or more instructors listed will be teaching

**REGISTRATION FEE: $895**
"Sound strategy starts with having the right goal."
- Michael Porter
HR ANALYTICS

Understanding and using data is the future foundation of making important HR decisions.

The need for HR professionals who know how to use data analytics to forecast and make vital decisions is growing.

Attend HR Analytics and be prepared to:

» Take data you already have and turn it into decision-making reports without having to buy new software or use outside consultants
» Provide essential insights to your company that can only come from data analytics
» Understand your employees’ age and experience allowing you to better predict when they are going to leave or retire
» Develop a recruitment strategy based upon a thorough knowledge of your current talent and future talent needs
» Train your current workforce to be ready for opportunities when they develop, creating a path of progression and increased retention
» Position your HR department as a strategic partner, using hard data to help make important decisions

Who Should Attend This Course?

» HR Professionals
» Those who want to take their career to the next level and get ahead of the curve
» Anyone who is interested in data science and how big data can play a role in organizations

You will get hands-on practice and receive specific code to build your own tables in class so a laptop is required. You do not need specific software. Gain resources and skills you can immediately implement when you return to work.
PREPARING FOR DEPOSITIONS

Depositions can happen to anyone at any time, and you have the right to feel prepared and confident if you ever face a deposition.

Finding yourself the subject of a deposition can be an unnerving experience. Those who have had to explain their own, management, or fellow employees’ actions in legal settings know how stressful testifying can be.

This course will teach you possible scenarios in a deposition testimony and how to handle each effectively. You will also learn how your day-to-day actions can help you avoid or minimize the stress of a deposition.

Attend Preparing for Depositions and:

» Learn strategies for becoming a capable and confident deponent
» Know what to expect from all key players in a deposition
» Learn how to thoroughly prepare for a deposition
» Benefit from gaining greater insight into the deposition process, allowing your attorneys to focus on preparing you for the specific case at hand
» Experience a mock deposition to gain hands-on knowledge of the process

If you manage or supervise others, deal with compliance, human resources, or any position where legal challenges may occur, a deposition could be in your future. Be prepared. Be confident.

PROGRAM INFORMATION

DATES AND LOCATIONS

February 20, 2018
East Lansing Marriott
300 M.A.C. Avenue
East Lansing, MI 48823
Phone: (517) 337-4440

September 13, 2018
Embassy Suites Detroit-Livonia/Novi
19525 Victor Parkway
Livonia, MI 48152
Phone: (734) 462-6000

PROGRAM TIMES

Registration & Continental Breakfast
8:00am – 8:30am

Program Time
8:30am – 4:30pm

Networking Lunch Included
12:00pm – 1:00pm

REGISTER ONLINE
hrlr.msu.edu/global

INSTRUCTOR
Jim Walsh

REGISTRATION FEE: $895
SUCCESSION PLANNING

A failure to have effective succession planning can be very costly and disruptive to your organization.

Succession planning is a systematic and planned process of identifying and developing candidates for key managerial and professional leadership positions over time in order to ensure that an organization has continuity in management and leadership.

Topics include the following:

» Assessing your organization’s current human resource and succession planning practices and their effectiveness
» Steps in effective succession planning
» Developing competency models to guide your succession planning efforts
» Identifying high potential employees
» Providing employees with development opportunities to prepare to be qualified to assume leadership positions
» Implementing succession plans
» Integrating succession planning with strategic and organizational planning, leadership brand, and human resource systems
» Assessing the effectiveness of your succession planning

Participants in this seminar will practice succession planning steps through case analysis, exercises, dynamic group discussions, and developing a succession plan for their organization.

By attending this seminar, participants will:

» Be able to assess their organization’s current human resource and succession planning efforts
» Develop a succession planning program that fits their organization’s current and future needs
» Be able to implement the succession plan in their organization

PROGRAM INFORMATION

DATES AND LOCATIONS

March 30, 2018
East Lansing Marriott
300 M.A.C. Avenue
East Lansing, MI 48823
Phone: (517) 337-4440

October 12, 2018
East Lansing Marriott
300 M.A.C. Avenue
East Lansing, MI 48823
Phone: (517) 337-4440

PROGRAM TIMES

Registration & Continental Breakfast
8:00am – 8:30am

Program Time
8:30am – 4:30pm

Networking Lunch Included
12:00pm – 1:00pm

REGISTER ONLINE

hrlr.msu.edu/succession

INSTRUCTOR

Jim Dulebohn, PhD

REGISTRATION FEE: $995
USING GOLF AS A BUSINESS TOOL

Say yes to that next company golf outing!

Motivated men and women have been using Golf as a business tool for years, understanding that professional opportunities often happen on the golf course and not in an office.

Golf offers the right environment to build positive business relationships with leadership, clients, and fellow team members. Golf lets you observe people in situations that reveal their honesty, integrity, confidence, competitiveness, respect, judgment, and character.

Taught by one of only 1,500 LPGA pros worldwide, learn the “international language of business” and how to put your best foot forward on the golf course!

Attend Using Golf as a Business Tool and learn:

» Practical ways to use golf as a professional business tool
» Essential golf etiquette to make a positive impression on the course
» How business concepts and principles are used in business golf including branding, talent acquisition, team building, professional development, and negotiations
» Successful communication and behavior patterns in business golf

Whether you know how to play golf or not, you need to learn how to use golf as a business tool.

"There are a lot of similarities between success on the golf course and success in the boardroom. To excel at either one you need to have the right balance of skill, discipline, hard work, and a little bit of luck."

- Entrepreneur.com

PROGRAM INFORMATION

DATE AND LOCATION

May 21, 2018
East Lansing Marriott
300 M.A.C. Avenue
East Lansing, MI 48823
Phone: (517) 337-4440

PROGRAM TIMES

Registration & Continental Breakfast
8:00am – 8:30am
Program Time
8:30am – 5:00pm
Networking Lunch Included
12:00pm – 1:00pm

REGISTER ONLINE
hrlr.msu.edu/golfinbiz

INSTRUCTORS
Jan Brintnall, B.S. and Eileen M. Wilson, PhD

REGISTRATION FEE: $395
"Team synergy has an extraordinary impact on business results."
- Patrick Lencioni
ADVANCED TOPICS FOR CERTIFIED HUMAN RESOURCES SPECIALISTS

Stay current and demonstrate excellence in the field of Human Resources.

Reconnect with your fellow Certified Human Resources Specialists at this year’s Advanced Topics program. This course provides you the latest updates and best practices in human resources management as well as compliance requirements and legislative changes.

This is an opportunity to share your knowledge and experiences while learning up-to-date HR strategies that set you apart in your field!

Share ideas and strengthen your professional network.

Topics include the following:

» Engaging teams for maximum performance
» Agile performance management
» Managing your focus and energy
» Evaluating HR systems and processes
» Mobile Apps for HR

Enjoy round-table discussions where participants learn new trends and best practices in human resources management.

This year’s engaging and interactive class provides half of your continuing education requirement for recertification (14 credits). Attending the Advanced Topics for Certified Human Resources Specialists annually will fulfill the 28-credit requirement needed to maintain your certification.

Note: This program is open only to Certified Human Resources Professionals

PROGRAM INFORMATION

DATE AND LOCATION

April 19-20, 2018
East Lansing Marriott
300 M.A.C. Avenue
East Lansing, MI 48823
Phone: (517) 337-4440

PROGRAM TIMES

Registration & Continental Breakfast
8:00am – 8:30am
Program Time
8:30am – 4:30pm
Networking Lunch Included
12:00pm – 1:00pm

REGISTER ONLINE
hrlr.msu.edu/advchrs

INSTRUCTORS
Tina M. Riley, PhD

REGISTRATION FEE: $895
CERTIFIED HUMAN RESOURCES SPECIALIST

Position yourself as a valued professional in the field of Human Resources.

As a Certified Human Resources Specialist, you demonstrate mastery of content and a commitment to the field of Human Resources. This national certification from Michigan State University provides you the professional credentials you need to advance in the Human Resources field.

Who should attend?

» Newly appointed HR professionals at all levels
» Senior HR professionals who recognize the value of cutting-edge information
» Business owners and operations managers seeking to enhance the effectiveness of their teams

By participating in this program, you will:

» Learn how to gain a competitive advantage through your HR policies and practices
» Gain a solid foundation in effective human resource management theory and practice
» Learn the most up-to-date information on employment laws and how to minimize risks of lawsuits
» Develop strategies for success throughout the employment lifecycle from hiring to firing
» Build your brand as an HR professional!

Learning activities include: Instructor-led presentations, small group problem-solving exercises, group discussions, and question and answer sessions.

Workshop includes:

» Graduate-level course textbook
» Year-long access to a wealth of additional online resources
» Ongoing access to faculty support
» CHRS certification examination
» Detailed note-taking guides
» Continental breakfast and networking lunch each day

Earn recertification credit hours
This program has been approved for 28 (General) recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute. Please be sure to note the Organization ID number on your recertification application form. For more information about certification or recertification, please visit the HR Certification Institute website at www.hrci.org.

The use of this seal confirms that this activity has met HR Certification Institute’s® (HRCI®) criteria for recertification credit pre-approval.

This program has been approved for 34 State Continuing Education Clock Hours (SCECHs) towards the renewal of certificates/licenses issued by the Michigan Department of Education. Learn more about SCECHs at Michigan Department of Education's Educator Services.
Why certify?
Earning your professional certification from MSU’s School of Human Resources & Labor Relations, one of the best and most respected programs in the country, demonstrates mastery of content and commitment to the field of human resources management. Mastery of course content will be evaluated via an online examination. Certification is achieved by participating in the entire five days of the workshop and passing the examination.

When you successfully complete the course, take part in discussions and exercises, and pass the comprehensive examination, you will be recognized by Michigan State University as a Certified Workers’ Compensation Professional. You are then entitled to use the designation CWCP.

Note: To earn certification, participants must attend all 5 days of the program and pass the examination.

PROGRAM INFORMATION

DATES AND LOCATIONS

February 2, 9, 16, 23, & March 2, 2018
Embassy Suites Detroit-Livonia/Novi
19525 Victor Parkway
Livonia, MI 48152
Phone: (734) 462-6000

July 16-20, 2018
Embassy Suites by Hilton Alexandria Old Town
1900 Diagonal Road
Alexandria, VA, 22314
Phone: (703) 684-5900

April 9-13, 2018
East Lansing Marriott
300 M.A.C. Avenue
East Lansing, MI 48823
Phone: (517) 337-4440

September 28, October 5, 12, 19, & 26, 2018
East Lansing Marriott
300 M.A.C. Avenue
East Lansing, MI 48823
Phone: (517) 337-4440

PROGRAM TIMES

Registration & Continental Breakfast
8:00am – 8:30am

Program Times
Day One through Day Four: 8:30am – 5:00pm
Day Five: 8:30am – 4:00pm

Networking Lunch Included
12:00pm – 1:00pm

REGISTER ONLINE
hrlr.msu.edu/chrs

INSTRUCTORS
Mike Adams, M.S., Angela Hall, JD, PhD, and Tina M. Riley, PhD

One or more instructors listed will be teaching

REGISTRATION FEE: $2,495
CERTIFIED FMLA SPECIALIST

Minimize FMLA abuse and learn strategies for successful FMLA management.

While most employees do not abuse the FMLA, those who do can cause scheduling challenges, lost productivity, and damage to employee morale.

Gain the confidence to effectively manage the Family and Medical Leave Act.

Earn your FMLA Specialist Certification from Michigan State University, one of the most recognized programs in Human Resources advanced education. You will gain a solid understanding of the FMLA, learn to manage FMLA absences, promote attendance, and ensure compliance. The FMLA can be confusing. Obtain the most up-to-date information, get your questions answered, and develop strategies for continued improvement.

By participating in this program, you will:

» Maximize attendance
» Minimize abuse of the FMLA
» Comply with the law and new regulations
» Integrate management of the FMLA, ADA, Workers’ Compensation, and your short-term disability programs
» Make an informed, data-driven decision about how best to administer the FMLA in your organization
» Treat medical absences as a strategic imperative

This workshop will include a dedicated website with additional, valuable resources. Certification is achieved by participating in the class and passing the online examination.

Why Certify?
Professional credentials are more important today than ever before. Earning your professional certification from MSU's School of Human Resources & Labor Relations demonstrates mastery of content and commitment to the field of human resources management.

Stay up to date in this ever-changing field through biannual recertification. MSU's recertification program provides recognition and validation for lifelong learning and professional development in which HR professionals regularly engage.

PROGRAM INFORMATION

DATES AND LOCATIONS

May 11, 2018
East Lansing Marriott
300 M.A.C. Avenue
East Lansing, MI 48823
Phone: (517) 337-4440

August 15, 2018
Embassy Suites Detroit-Livonia/Novi
19525 Victor Parkway
Livonia, MI 48152
Phone: (734) 462-6000

November 5, 2018
East Lansing Marriott
300 M.A.C. Avenue
East Lansing, MI 48823
Phone: (517) 337-4440

PROGRAM TIMES

Registration & Continental Breakfast
8:00am – 8:30am

Program Time
8:30am – 4:30pm

Networking Lunch Included
12:00pm – 1:00pm

REGISTER ONLINE
hlr.msu.edu/fmla

INSTRUCTORS
Kristine Moore, JD

REGISTRATION FEE: $995
EMPLOYMENT LAW UPDATE

Keep your policies and procedures up to date and ensure compliance in 2018.

This comprehensive half-day course provides you the essential updates you need to stay current as a Human Resources professional. In an ever-changing regulatory climate, rely on Michigan State University to bring you the most important and current updates you need to know.

Learn to navigate current statutory and judicial developments that will impact human resources management in 2018.

Topics include the following:

» New employment case law
» Changes to federal laws
» Executive Orders and Memoranda related to employment law
» Immigration Reform and Control Act and Deferred Action for Childhood Arrivals (DACA)
» ADA Update
» Recent NLRB decisions
» Medical marijuana
» Gender identity and sexual orientation
» OSHA Update
» FMLA Update

PROGRAM INFORMATION

DATE AND LOCATION

June 22, 2018
East Lansing Marriott
300 M.A.C. Avenue
East Lansing, MI 48823
Phone: (517) 337-4440

PROGRAM TIMES

Registration & Continental Breakfast
7:30am – 8:00am
Program Time
8:00am – 12:30pm

REGISTER ONLINE

hlrl.msu.edu/employmentlaw

INSTRUCTOR

Angela Hall, JD, PhD

REGISTRATION FEE: $395
(half-day program)
RECRUITING TOP TALENT

Learn cutting edge strategies for sourcing and recruiting top talent.

Finding high quality candidates is a time-consuming challenge. Hiring managers are often frustrated, and employee morale and productivity suffer as turnover rises. Meet the challenge and add demonstrable value, by developing an integrated talent management system.

Attend with your team and work on developing your strategy and project plan during the workshop. You can attract more candidates, reduce time-to-hire, and facilitate individual and organizational success by hiring great employees.

By attending this program, you will be prepared to:

» Forecast internal supply and demand for talent, evaluating current staffing efforts and making data-driven decisions
» Stay current with market trends and learn the best methods for attracting the right candidates
» Establish a pipeline of qualified candidates for your most needed positions
» Keep your organization lean and streamlined, reducing employee-related costs
» Increase morale by developing teams focused on productivity and success
» Conduct highly effective interviews

Enrollment in this results-oriented workshop is limited so register today.

PROGRAM INFORMATION

DATES AND LOCATIONS

April 6, 2018
Embassy Suites by Hilton
Alexandria Old Town
1900 Diagonal Road
Alexandria, VA, 22314
Phone: (703) 684-5900

June 5, 2018
East Lansing Marriott
300 M.A.C. Avenue
East Lansing, MI 48823
Phone: (517) 337-4440

November 8, 2018
Orlando, FL - Location TBD

PROGRAM TIMES

Registration & Continental Breakfast
8:00am – 8:30am

Program Time
8:30am – 4:30pm

Networking Lunch Included
12:00pm – 1:00pm

REGISTER ONLINE
hrlr.msu.edu/recruiting

INSTRUCTOR
Tina M. Riley, PhD

REGISTRATION FEE: $895
"Go as far as you can see; when you get there, you’ll be able to see farther."
- J. P. Morgan
CERTIFIED LABOR RELATIONS LEADER

Gain a competitive advantage as a Certified Labor Relations Leader.

Aligning your labor relations strategy with business and operational strategies is critical for achieving and sustaining a competitive advantage.

The Certified Labor Relations Leader (CLRL) program will deepen your understanding of labor relations concepts. Completing this program will allow you to differentiate yourself with a professional certification.

The examination is taken online and is offered in two periods per year. It contains a variety of question types, including multiple choice, answer completion, and short answer. The scenarios used in the questions reflect real-world scenarios.

The examination covers:

» Knowledge and application of concepts
» Problem solving and strategizing
» Analysis and evaluation

Eligible registrants must have participated in the following:

» Negotiating Labor/Management Agreements for Competitive Advantage
» AND Administering the Labor Contract, Managing Grievances and Preparing for Arbitration or Managing in a Unionized Organization

For your convenience
The study materials for the Certified Labor Relations Leader examination are now included in the price. You no longer need to purchase the study materials and then pay again for the examination. When you register for the examination, you will receive access to all of the study materials. As a labor relations professional, you will refer to these materials again and again as you lead your organization’s labor relations strategy.

When you register, you will receive a copy of the book Labor Relations: Striking a Balance, over a $250 value!

Prepare for your future today. You may begin to study for the CLRL examination at any time.
MANAGING IN A UNIONIZED ORGANIZATION

The A to Z of managing in a unionized organization.

Successfully working and managing in a unionized organization presents ever-evolving challenges that all managers, supervisors, and labor relations leaders must be prepared to meet.

Staying up-to-date on essential competencies like contract administration, managing grievances, and preparing to win at arbitration, is crucial for keeping unionized organizations strong.

Attend this program and be prepared to:

» Employ proven strategies for expertly administering the labor contract
» Successfully conduct grievance meetings while minimizing unnecessary employee grievances
» Confidently deal with union stewards
» Maintain management rights and avoid giving away what was negotiated in the contract
» Interpret ambiguous contract language
» Prepare for arbitration including formatting briefs to win
» Explain what it takes for a practice to be viewed as a binding “Past Practice”

Earn recertification credit hours
This program has been approved for 14 (General) recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute. Please be sure to note the organization ID number on your recertification application form. For more information about certification or recertification, please visit the HR Certification Institute website at www.hrci.org.

The use of this seal confirms that this activity has met HR Certification Institute’s* (HRCI®) criteria for recertification credit pre-approval.

PROGRAM INFORMATION

DATES AND LOCATIONS

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<tr>
<td>March 8-9, 2018</td>
<td>Embassy Suites by Hilton Pittsburgh-Downtown</td>
<td>(412) 338-2200</td>
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<tr>
<td>June 7-8, 2018</td>
<td>San Diego, CA - Location TBD</td>
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<tr>
<td>August 9-10, 2018</td>
<td>East Lansing Marriott</td>
<td>(517) 337-4440</td>
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PROGRAM TIMES

Registration & Continental Breakfast
8:00am – 8:30am

Program Time
8:30am – 4:30pm

Networking Lunch Included
12:00pm – 1:00pm

REGISTER ONLINE
hlr.msu.edu/union

INSTRUCTORS
Mary A. Bedikian, JD and Greg Freehling, MLIR

REGISTRATION FEE: $1,995
NEGOTIATING LABOR/MANAGEMENT AGREEMENTS FOR COMPETITIVE ADVANTAGE

Gain the skills necessary to become a highly effective negotiator and succeed at every stage of the negotiation process.

Gain real-world experience before engaging in labor/management negotiations where the stakes are high and mistakes can be costly. The impact of contract negotiations on the bottom line is lasting, and no company or union can afford to send its negotiation team to the table poorly prepared.

Learn practical techniques used by top negotiators!

This workshop will prepare you and your team to think strategically about how your negotiation strategy aligns with your organization’s goals.

» If you are a seasoned negotiator you will gain new insight from negotiating from the opposite perspective
» If you are sitting at the negotiation table for the first time, you will gain a solid framework for understanding the process
» If you are 1st chair for the 1st time, you will gain confidence and the tools to prepare your team

ENHANCE IMPACT AND RETURN ON INVESTMENT

SAVE A TOTAL OF $500 by attending with a team of 5 or more people!

Contact Carrie Mejorado for more information
Attend this program and learn:

» The four stages of negotiations: planning, opening, bargaining, and closing
» How to analyze, frame, and formulate a strategic negotiations process
» To conduct negotiation steps and process
» Strategies to reach closure and make final offers
» How to empower the chief spokesperson to:
  › Deliver opening statements
  › Exchange proposals/demands and present ideas
  › Evaluate proposals
» The negotiation proposal/counter-proposal process
» Valuable insights through the mock negotiations process
  › Roles at the negotiating table
  › The impact of what’s said and what isn’t
  › Strategic use of caucuses and sidebars
  › The impact of who stays in the room
  › Maintaining a list of proposals made during the process
  › Establishing ground rules
  › The power of silence
  › The importance of relationships
  › Avoiding Unfair Labor Practices (ULPs)

Earn recertification credit hours
This program has been approved for 20 (General) recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute. Please be sure to note the organization ID number on your recertification application form. For more information about certification or recertification, please visit the HR Certification Institute website at www.hrci.org.

The use of this seal confirms that this activity has met HR Certification Institute’s® (HRCI®) criteria for recertification credit pre-approval.
"When your values are clear to you, making decisions becomes easier."
- Roy E. Disney
FOLLOW-UP PROGRAM FOR CERTIFIED WORKERS’ COMPENSATION PROFESSIONALS

Reconnect with your fellow CWCPs, share ideas and experiences, and expand and strengthen your professional network!

Ensure your organization’s Workers’ Compensation system is benefiting from best practices and is compliant with up-to-date regulatory changes. Michigan State University brings you the information you need to stay current from a source you trust.

In addition to your suggested topics, this year’s class will include:

- National updates - legislation and case law from around the country
- Update on medical marijuana and recreational marijuana -- medical and legal perspectives
- Intersection of employment law and workers’ compensation law -- dos and don’ts regarding return to work
- Methods for determining objective and pathological change as a condition precedent to “personal injury” - medical and legal perspectives
- Rapid fire session - how to choose counsel; use and misuse of pre-employment physicals; home-based employees - telecommuting issues; accident investigation and reconstruction - dos and don’ts
- Mock deposition
- Mock trial

This year’s engaging and interactive program provides half of your continuing education requirement for recertification (14 credits). Attending the CWCP Follow-Up Program annually will fulfill the 28-credit requirement needed to maintain your certification.

Note: This program is only open to Certified Workers’ Compensation Professionals.

PROGRAM INFORMATION

DATE AND LOCATION

May 17-18, 2018
East Lansing Marriott
300 M.A.C. Avenue
East Lansing, MI 48823
Phone: (517) 337-4440

PROGRAM TIMES

Registration & Continental Breakfast
8:00am – 8:30am
Program Time
Day One: 8:30am – 4:30pm
Day Two: 8:30am – 3:30pm
Networking Lunch Included
12:00pm – 1:00pm

REGISTER ONLINE

hrlr.msu.edu/followupcwcp

INSTRUCTORS

Steven J. Pollok, JD and Michael Sanders, JD

REGISTRATION FEE: $1,095
CERTIFIED WORKERS’ COMPENSATION PROFESSIONAL

Become a Certified Workers’ Compensation Professional

“The CWCP class provided me with new ideas and updates to keep me current. This class held my interest the whole time, the instructors and speakers were informative and inspirational. I would recommend this course to anyone who specializes in workers compensation. This course ... empowers the employer to make correct and effective decisions that will benefit both the company and the employee. There won’t be a moment of boredom in this class, you will simply want to know more.”

– M. Fopma, CWCP

Benefits for you and your team of earning the CWCP:

» Learn to reduce claims and minimize the cost of workers’ compensation claims
» Gain application-based knowledge to help you understand how workers’ compensation intercepts with other programs
» Effectively navigate the diverse areas of workers’ compensation
» Develop a network of fellow workers’ compensation professionals

By participating in this seminar, you or your team will:

» Learn to effectively manage all important aspects of workers’ compensation, including:
  › Evaluating proposals
  › Principles of Disability Law
  › The American with Disabilities Act (ADA) and Other Disability Laws
  › Claims Management
  › Insurance and Self-Insurance
  › Safety, Disability Prevention, and Management Issues
  › Medical Issues
» Enjoy an interactive, hands-on learning environment where you share experiences and learn from a diverse group of workers’ compensation professionals
» Interact with knowledgeable instructors who are leaders in the field of workers’ compensation

Workshop includes:

» Year-long access to a dedicated website containing a wealth of additional resources
» Comprehensive set of manuals to take back to your workplace
» CWCP certification examination
» CWCP Certificate (upon passing of examination)
» Continental breakfast and networking lunch each day

Earn Recertification Credit Hours
This program has been approved for 28 (General) recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute. Please be sure to note the Organization ID number on your recertification application form.

For more information about certification or recertification, please visit the HR Certification Institute website at www.hrci.org.

The use of this seal confirms that this activity has met HR Certification Institute’s® (HRCI®) criteria for recertification credit pre-approval.
Who should attend?

» Professionals from all parts of the workers’ compensation field will benefit from attending this workshop, including:
  › Claims handlers
  › Attorneys
  › Physicians
  › Rehabilitation counselors
  › Nurses
  › Therapists
  › Agents
  › Union Representatives

The course is recommended for those employed by individual employers both insured and self-insured, insurance companies, third-party administrators, agents, and brokers. Employees working for WC state agencies will also gain valuable knowledge and skills to help the various stakeholders they serve. Attendees should have experience in some area of workers’ compensation, and be familiar with workers’ compensation law in at least one jurisdiction.

Why Certify?
This comprehensive national program covers all the key elements of workers’ compensation. Individuals who complete the course, take part in discussions, and pass the examination are recognized by Michigan State University as a Certified Workers’ Compensation Professional. Earning the CWCP demonstrates your mastery of content and commitment to the field of workers’ compensation.

When you successfully complete the course, take part in discussions and exercises, and pass the comprehensive examination, you will be recognized by Michigan State University as a Certified Workers’ Compensation Professional. You are then entitled to use the designation CWCP.

Note: To earn certification, participants must attend all 5 days of the program and pass the examination.
## WORKSHOP CALENDAR

### JANUARY 2018

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# WORKSHOP CALENDAR

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**Certified Human Resources Specialist Day Five**

**Managing in a Unionized Organization**

**Certified Workers' Compensation Professional**

**Leading with Coaching**

**Succession Planning**

## APRIL 2018

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**Certified Human Resources Specialist**

**Recruiting Top Talent**

**Negotiating Labor/Management Agreements...**

**Advanced Topics for CHRS**

**Elevating Your Employees’ Writing...**
## WORKSHOP CALENDAR

### MAY 2018

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- **Follow-Up Program for CWCP**
- **Certified FMLA Specialist**
- **Certified Workers’ Compensation Professional**
- **Using Golf as a Business Tool**
- **CLRL Exam Period**
- **Recruiting Top Talent**
- **Managing in a Unionized Organization**
- **Employment Law Update**
- **HR Analytics**
## WORKSHOP CALENDAR

### JULY 2018

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*Certified Human Resources Specialist*

*Managing Across Generations*

*Certified Workers’ Compensation Professional*

### AUGUST 2018

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*Managing in a Unionized Organization*

*Certified FMLA Specialist*

*Global Leadership: Managing People & Operations*

*Leading with Coaching*
## WORKSHOP CALENDAR

### SEPTEMBER 2018

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|        |        |         |           |          |        |          |
|        | Certified FMLA Specialist |         | Recruiting Top Talent |        |        |          |

| 11     | 12     | 13      | 14        | 15       | 16     | 17       |
|        |        |         |           |          |        |          |
|        |        |         | HR Analytics |        |        |          |

| 18     | 19     | 20      | 21        | 22       | 23     | 24       |
|        |        |         |           |          |        |          |
|        |        |         | Certified Workers’ Compensation Professional |        |        |          |

| 25     | 26     | 27      | 28        | 29       | 30     |          |

| November 2018 | | | | | | |

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| 9      | 10     | 11      | 12        | 13       | 14     | 15       |
|        |        |         |           |          |        |          |
|        |        |         | Certified Labor Relations Leader Examination Period |        |        |          |

| 16     | 17     | 18      | 19        | 20       | 21     | 22       |
|        |        |         |           |          |        |          |
|        |        |         | Certified Labor Relations Leader Examination Period |        |        |          |

| 23     | 24     | 25      | 26        | 27       | 28     | 29       |
|        |        |         |           |          |        |          |
|        |        |         | Certified Labor Relations Leader Examination Period |        |        |          |

| 30     | 31     |         |           |          |        |          |

| December 2018 | | | | | | |

MICHIGAN STATE UNIVERSITY
INSTRUCTORS

Mike Adams, M.S., is a Human Resources Administrator for Michigan State University and advises a department of over 300 full-time professionals and over 1,000 students on matters related to Human Resources. He holds a Master’s Degree in Higher Education Administration from Florida State University. Mr. Adams coordinates and directs the hiring and selection of full-time staff, specializing in data-driven decision making and using hiring analytics to make optimal hiring decisions.

Mary Bedikian, JD, is the former district vice president, Detroit Region, of the American Arbitration Association, an organization for which she worked for 28 years. Her extensive experience in alternative dispute resolution (ADR) spans many sectors - labor, commercial, construction, international, and employment — and includes training mediators and arbitrators in both the process and substance of ADR. In 1987, Professor Bedikian created one of the first interactive ADR courses, to be taught at various law schools within Michigan.

Jan Bernick, PhD, FNP-BC, has been practicing Occupational Health Nursing since 1992. She earned her Bachelor of Nursing degree and Family Nurse Practitioner Certificate from the University of Detroit Mercy, her Master of Nursing (Occupational Health Nursing) and Doctorate of Philosophy of Nursing from the University of Michigan. She and her husband, John J. Bernick, MD, share a medical practice in Dearborn, Michigan. Together, they enjoy travel, good food, warm company and a beautiful family.

John J. Bernick, MD, PhD, is the medical director of Michigan Occupational Health Associates, a clinical occupational medicine practice, and an Assistant Professor at Wayne State University. He received his BS and MS in microbiology at Wayne State University. Prior to receiving his MD from Wayne State University, he attended the University of Michigan where he completed a PhD in Environmental Health Sciences.

Rich Block, PhD, is a full-time labor arbitrator and Professor and Director Emeritus in the School of Human Resources and Labor Relations at Michigan State University. He is a member of the National Academy of Arbitrators. He has heard and decided hundreds of cases in the public and private sectors, both as a grievance and interest arbitrator. He currently serves on several permanent panels. As a faculty member at Michigan State University, he has done research on a range of issues in labor and employment. His work has appeared in book form, in all major journals in the employment field, and several law reviews.
Jan Brintnall, B.S., is a faculty member at Michigan State University, an LPGA ‘Class A’ Member Professional and owner of Jan Brintnall Golf School, LLC. She was a member of the MSU Women’s Golf Team from 1980-1984 and graduated from Michigan State with her Bachelor of Science in Park and Recreation Resources, Planning and Design.

Jan Brintnall

Julie L. Brockman, PhD, is an Associate Professor in the School of Human Resources and Labor Relations at Michigan State University. Julie is also a Fulbright Scholar who traveled to Hanoi, Vietnam in 2013 to teach and conduct research on workplace conflict in non-public enterprises. Julie has conducted workshops at local, national and international levels for union organizations and their joint partners. She assists unionized organizations, both within the private and public sectors, in developing and implementing joint union/management initiatives.

Julie L. Brockman

James H. Dulebohn, PhD, is a Professor in the School of Human Resources and Labor Relations at Michigan State University. His research interests include leadership, decision-making, change management, rewards, and human resource systems. His articles have appeared in journals including Academy of Management Journal, Journal of Applied Psychology, Personnel Psychology, Journal of Management, Journal of Risk and Insurance, Research in Higher Education, Journal of Organizational Behavior, Human Resource Management Review and others. In addition he has worked with variety of organizations to assist them in their human resource practices, including Avaya, Dow Chemical, Marriott, Medtronic, MSUFCU, Monsanto, Raytheon, Samsung, TIAA-CREF, State of Illinois, and State of Texas.

James H. Dulebohn

Greg Freehling, MLIR, has been in the labor relations field for more than 27 years with Arconic/Alcoa, Inc. He has a wealth of experience in contract administration, preparation and spokesperson for contract negotiations, grievance investigations/hearings, and arbitration advocacy. Past experiences include roles as Human Resource Manager responsible for all aspects of Human Resources and Labor Relations.

Greg Freehling
Kristine Moore, JD, is Assistant General Counsel at Michigan State University, where she practices primarily in the areas of Clery and Violence Against Women Act compliance, disability law, Fair Labor Standards Act and other employment law issues. Kristine is a frequent speaker in the area of employment law. Prior to joining the Office of General Counsel in 2014, Kristine served as Assistant Director for Institutional Equity in MSU's Office for Inclusion. Prior to that, Kristine was a partner at the Dickinson Wright law firm in Lansing, MI, where she practiced labor and employment law.

Steven J. Pollok, JD, is president and senior partner of Rapaport, Pollok, Farrell & Waldron, P.C. of Lansing, Michigan. He has specialized in practicing workers’ compensation law for almost 30 years as a claimant’s attorney. He has also taught workers’ compensation law as an adjunct professor at Thomas Cooley Law School since 1992. Steve has lectured frequently on numerous topics involving workers’ compensation issues to unions, management representatives, and attorneys. Steve has a bachelor of arts degree from Michigan State University and also a master’s degree in Labor and Industrial Relations from Michigan State University.

Angela T. Hall, JD, PhD, is an Assistant Professor in the School of Human Resources and Labor Relations at Michigan State University. She has taught a wide variety of courses at the undergraduate, masters, and doctorate levels including business law, organizational behavior, human resources, leadership, and employee training and development. Angela has also authored learning modules and cases for the Society for Human Resource Management (SHRM).

Tina M. Riley, PhD, is Director of Human Resources Executive Education and Associate Director in the School of Human Resources and Labor Relations at Michigan State University. Dr. Riley is a results-based educator and executive coach with expertise helping individual leaders and organizations achieve their full potential through high-impact communications that build trust and promote engagement. She adopts an engaging and holistic approach to teaching that facilitates learners’ ability to move from theory to practice. Her teaching style makes complex concepts accessible to students and seasoned professionals alike.
INSTRUCTORS

Kneisha Sanders, ACC, M.S., is lead executive coach and founder of Resolution Coaching LLC. She holds a B.A. in Finance from Michigan State University (MSU) and a M.S. in Organizational Behavior with a concentration in Executive and Professional Coaching from the University of Texas at Dallas (UTD). She also received accreditation from the International Coach Federation (ICF) at the Associate Certified Coach (ACC) level. Kneisha has experience in facilitating coach training programs, working with international clients, and coaching both leadership programs and executives across multiple functions at fortune 500 companies.

Michael Sanders, JD, serves as President and Chair of the Executive Committee at Foster, Swift, Collins & Smith, P.C., and devotes his law practice to the defense of employers, third party administrators, and insurance carriers in workers’ compensation matters. He is the author of several published law review articles on workers’ compensation topics, and he is a frequent lecturer on this topic.

Jim Walsh, spent 44 years in the property casualty insurance business working with claim handling in some way, most recently as the Vice President of a large insurance company. During this time, he testified in dozens of depositions. Jim regularly participated in litigation support from discovery to testimony as a corporate representative. His experience in depositions affords him unique perspectives regarding how individuals can manage and improve their experience when faced with possible testimony.

Eileen M. Wilson, PhD, is a faculty member at Michigan State University and has provided stewardship for MSU for 33 years including serving as special assistant in the Office of the President and Board of Trustees for two years, assistant dean of undergraduate education in the Broad College of Business and on numerous university committees. She holds a Master of Arts in Philosophy, Masters in Labor and Industrial Relations, and a PhD in College and University Administration. Dr. Wilson has over 30 years of HR/LR experience, taught labor management relations at MSU for over 15 years and teaches a study abroad program in St. Andrews Scotland each year.
ADDITIONAL INFORMATION

OVERNIGHT ACCOMMODATIONS
Overnight accommodations are not included in the program fee. To reserve a room at the special rate, call the hotel listed for the program you will be attending. Be sure to refer to MSU and the name of the seminar. The special rate will be removed a month prior to the program, so we encourage you make your reservation early.

CANCELLATION POLICY
- Cancellation four weeks prior to program start: 10% cancellation fee; remainder of program fee refunded.
- Cancellation less than four weeks but at least two weeks prior to program start: 50% cancellation fee.
- Cancellation less than two weeks prior to program start: no refund.

Participants may send a substitute from the same organization for the same program and date with prior written notice to avoid the cancellation fee. Cancellation fees will apply even if the participant wishes to reschedule to a later date for the same or a different program. MSU reserves the right to cancel programs when enrollment criteria are not met or for conditions beyond our control. Any additional costs incurred by the enrollee of a canceled program are the responsibility of the enrollee.

SPECIAL ACCOMMODATIONS
Accommodations for people with disabilities or special dietary needs may be requested by calling HR Executive Education at (517) 355-9592. We will do all we can to accommodate you. It would be especially helpful if you would contact us at least three weeks before the program.

ADDITIONAL INFORMATION
- MSU’s Federal ID Number is 38-6005984
- Business casual attire.
- Please, no audio or video recording.

FOLLOW US ONLINE
- https://hrlr.msu.edu/hrexeced/
- https://linkedin.com/groups/1782164/
- https://twitter.com/MSU_HR_ExecEd/
- https://facebook.com/hrlr.msu/
REGISTRATION INFORMATION

PAYMENT OPTIONS

- **Credit Card** - Register and pay online using our secure website: hrlr.msu.edu/hrexeced/
- **Pay By Phone** - (517) 355-9592
- **Check Enclosed** - Make checks payable to Michigan State University

PAYMENT POLICY

» PAYMENT MUST ACCOMPANY REGISTRATION
» MSU’s Federal ID Number is 38-6005984
» Registrants will receive a confirmation letter via email.

FOR OUR INTERNATIONAL PARTICIPANTS

Professionals from across the globe enjoy attending our informative and welcoming training programs. To make your registration experience as seamless as possible, we are happy to take your registration by phone at +1 (517) 355-9592.

Upon receiving your registration, we will send you, via email, a letter containing the information you need to obtain your visa. When you register, please let us know of your dietary restrictions and we will work with the hotel to ensure delicious meals that meet your needs.

REGISTRATION FORM

Please complete registration form and return with payment to:

Human Resources Executive Education
Michigan State University
Attn: Carrie Mejorado, Program Coordinator
South Kedzie Hall
368 Farm Lane, Room S422
East Lansing, MI 48824

Program title/date: ____________________________
Participant’s name: ____________________________
Participant’s title: ____________________________
Organization: ________________________________
Address: ____________________________________
City, State, Zip: ______________________________
Phone: ______________________________________
Email: _______________________________________
Credit Card Number: __________________________
Expiration Date: ______________________________

QUESTIONS?

Contact Carrie Mejorado,
Program Coordinator
Phone: (517) 355-9592
Email: comclm@msu.edu
South Kedzie Hall
368 Farm Lane, Room S422
Michigan State University
East Lansing, MI 48824