



Building Blocks for Non-Profits Things First Time Managers Should Know

Wednesday, February 8, 2012

8:30 a.m. – 11:30 a.m., Pre-registration at 8:15 a.m.

Program Overview

Congratulations! You did it! Your hard work and diligence has paid off, and you have earned that promotion to manager! Now what? Both you and your employer are excited about the opportunity. You are confident that you can do the practical part of the job, that's what got you here. But do you know how to actually manage people? Transitioning from employee to management is not as easy as it looks. Now, not only are you responsible for overseeing the actual work being done, you are also responsible for the people doing the work – meeting their needs, and serving your employer's best interests.

Things First Time Managers Should Know will help you gain valuable skills and knowledge to make a successful transition to management, while protecting the interest of the company in your new role. In this program, participants will:

- Learn how to manage the impact of your new role on your existing relationships with both peers and management
- Understand the ethical responsibilities of being a manager
- Gain a high level understanding of legal compliance responsibilities as a front line manager
- Learn the importance of being proactive in managing your employees' performance and how that can impact your success

Join us for this interactive session and learn how you and your organization can benefit from effectively coaching your employees.

The Presenters

A Human Resources Consultant with over 18 years' of experience, Patti Dunham has extensive experience in the areas of job analysis, employee relations, performance management, legal compliance, benefit plan design, recruitment and training. A member with the Society for Human Resources Management (SHRM) and World at Work, she maintains a Certificate in Benefits Administration from ACA and serves as an instructor in Xavier Consulting's Senior Human Resources Management Certificate Program. Cathleen Snyder has over 10 years' experience in HR consulting, providing HR support for companies with 10-550 employees in a variety of industries. She has advised clients on HR complaint investigations, recruiting and selection, employee performance management, creating policy and procedures, and government compliance. Cathleen also has her Senior Professional Human Resources certification.

Please return this form by February 2 with your organization's check for \$25 (\$35 for non-members) made payable to ReSource. **Please note we have a 24 hour cancellation policy in order to receive a refund.** Mail application and check to:

February 2012 Seminar Registration

ReSource

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Cincinnati, Ohio 45241

(Phone 513.554.4944)

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(Attendee's Name)

(Job Title)

ReSource Member ReSource Non-Member

(Organization's name)

(Street)

(City)

(State)

(Zip)

(Phone)

(Fax)

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Seminar Location: Programs are held at The Health Foundation of Greater Cincinnati located in the Rookwood Tower, 5th floor 3805 Edwards Road Cincinnati, OH 45209

Building Blocks is made possible in part by the following partners:

