Welcome! To the 14th Vermont SHRM State HR Conference!

The Vermont SHRM State Council is delighted to welcome you to our 14th SHRM Vermont State HR Conference. The Vermont SHRM State Council, along with our four local affiliated SHRM chapters, is dedicated to leading, educating, and inspiring HR professionals in Vermont and positively impacting other business professionals throughout the state. The Vermont SHRM State Council is a non-profit organization and exists as an affiliate of The Society for Human Resource Management, the world’s largest association devoted to Human Resource Management. Membership is made up of 17 volunteers who are elected or appointed to the Council and includes the Chapter Presidents of the three local SHRM chapters here in Vermont.

HR Rocks! Is this year’s theme and an acknowledgement of the HR rock star abilities that lay within each of us. Each of our concurrent sessions will feature HR tips for all of us that find ourselves struggling to keep the beat and continue playing along.

Join us this year at our NEW Leadership Conference; Hear from SHRM National thought leaders - Lisa Horn from Governmental Affairs, and the Workplace Flexibility initiative, and Phyllis Shurn-Hannah, our Regional Field Service Director, about what’s new at SHRM National. Learn more about how to get involved with SHRM at the local chapter and/or state level. Volunteers Rock!

Next, we have lined up a number of local and national speakers and businesses to help you and your HR departments and businesses respond to today’s business challenges. We’ll be offering a variety of diverse topics - including sessions such as; our headliners, Izzy Gessell, Jon Petz, and Cy Wakeman, who will provide advice on the future of the improvisational skills needed to rock HR, how to remain passionate about our roles, and effective employee engagement strategies. We’ll also include warm up bands; covering the nuts and bolts of payroll and compensation and HR basics and advanced best practices, several panel sessions; the one person HR shop – how to perform solo, healthcare topics, employee recruitment and retention, and local and federal employment law updates.

Once again we will be offer ongoing tech support, and caffeine, in our internet café.

It would not be possible to offer you a conference with this caliber of speakers, at such a low registration rate, if not for the support of our sponsors and exhibitors. Please make sure to thank them for their continued support of our conference and profession and give them an opportunity to learn what services they might offer you.

Most importantly – enjoy the conference, take some time to network, and have fun! As someone who has always ‘marched to a different drummer’ I invite you to enjoy your HR Rock Star status here at VTSHRM!

Susan C. Loynd, SPHR

Susan C. Loynd, SPHR
Vermont SHRM State Council Director
## FULL CONFERENCE AGENDA-AT-A-GLANCE

### MONDAY, SEPTEMBER 15TH

<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>8:30 - Noon</td>
<td><strong>Leadership Conference</strong></td>
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<tr>
<td>8:30 - 9:00</td>
<td>Registration &amp; Breakfast</td>
</tr>
<tr>
<td>9:00 - 10:15</td>
<td>SHRM Update by Lisa Horn</td>
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<td>Break</td>
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<tr>
<td>10:45 - 11:00</td>
<td>SHRM Update by Susan Loynd</td>
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<tr>
<td>11:00 - Noon</td>
<td>Round Tables: Core Leadership Areas</td>
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**Noon: VT SHRM Conference Begins**

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<tr>
<td>Noon - 12:30</td>
<td>Lunch</td>
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<td>Keynote: Lisa Horn, SHRM</td>
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<tr>
<td>1:45 - 2:00</td>
<td>Break</td>
</tr>
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<td>Keynote: Izzy Gesell, CSP</td>
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<tr>
<td>3:15 - 4:00</td>
<td>Buses to waterfront</td>
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<tr>
<td>4:00 - 6:30</td>
<td>Northern Lights Cocktail Reception Cruise with Entertainer Jon Petz (note: tickets for the cruise must be purchased separately from your conference ticket)</td>
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<tr>
<td>6:30</td>
<td>Dinner (Meet-to-Eat with vendors or friends)</td>
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<tbody>
<tr>
<td>8:30 - 4:30</td>
<td><strong>VT SHRM Conference Continues</strong></td>
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<td>8:30 - 4:30</td>
<td>EXPO Open - Mix and mingle with 65+ exhibitors, check out the HR Health &amp; Wellness Station and enjoy a great coffee drink from the Barista Cafe!</td>
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<tr>
<td>10:15 - 10:45</td>
<td>Break / EXPO</td>
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<tr>
<td>10:45 - Noon</td>
<td>Breakout Session I (choose one of seven options)</td>
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<tr>
<td>12:15 - 1:30</td>
<td>Lunch/Dessert/EXPO/Networking</td>
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<tr>
<td>1:30 - 2:45</td>
<td>Breakout Session II (choose one of six options)</td>
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<td>2:45 - 3:15</td>
<td>Prizes in EXPO Hall</td>
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<td>3:15 - 4:30</td>
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<td>4:30</td>
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## TICKET PRICES

- Full Conference (Monday & Tuesday) ...................$249
- Monday Only ..........................................................$99
- Tuesday Only ..........................................................$199
- Northern Lights Cocktail Reception Cruise (Monday 4-6:30p) .........................$25

*Tickets include breakfast and lunch for the days purchased.*

## TO REGISTER

MONDAY, SEPTEMBER 15TH - AGENDA

8:30 - Noon: Leadership Conference

8:30 - 9:00 Registration & Breakfast
9:00 - 10:15 SHRM Update by Lisa Horn Public Policy Update
10:15 - 10:30 SHRM Update by Phyllis Shurn-Hannah SHRM State of the Nation Update
10:30 - 10:45 Break
10:45 - 11:00 SHRM Update by Susan Loynd How To Get Involved
11:00 - Noon Round Tables Best Practices: Core Leadership Areas

Noon: VT SHRM Conference Begins

Noon - 12:30 Lunch
12:30 - 1:45 Keynote: Lisa Horn, SHRM Driving Business Success with Workplace Flexibility
1:45 - 2:00 Break
2:00 - 3:15 Keynote: Izzy Gesell, CSP Practiced Spontaneity
3:15 - 4:00 Buses to waterfront

4:00 - 6:30 Northern Lights Cocktail Reception Cruise with Entertainer Jon Petz (Note: not included with conference ticket, must be purchased separately - $25 per person)
6:30 Dinner (Meet-to-Eat with vendors or friends)

Keynote: Drive Business Success with Workplace Flexibility
Lisa Horn, SHRM

Demographic and technological transformations are the new workplace reality, forcing HR and organizations to reimagine how work gets done to ensure business competitiveness. Learn how you can drive business success by harnessing the power of workplace flexibility (“workflex”) to manage these workforce changes and support your organizational goals and strategy. Explore how workflex can add value to the bottom line at your organization by improving retention and employee health and well-being, reducing absenteeism and real estate costs, and increasing productivity with better engagement and a solid business continuity strategy. Also hear from representatives from Sloan Award winning organizations on how to make a strong business case for the value of workflex to your leadership team, using strategic workforce planning data and performance metrics, and by benchmarking your work life offerings and leveraging other resources available under the SHRM-Families and Work Institute partnership.

Keynote: Practiced Spontaneity
Izzy Gessell, CSP

We all need to be nimble, confident and creative these days in order to personally thrive while inspiring others. Interestingly, the same is true of Improv Theater performers. In fact, the skills that make improvisers so successful are the same ones that make non-performers successful. Improvisation theater games are deceptively powerful tools for enhancing our leadership, teaming and communication skills. The games invite participants to enter and embrace the unknown, relate to others without assumption or judgment, exist in a state of absolute and unconditional acceptance of what is offered, relish process as much as focusing on outcome and enjoy and value working with others. In this entertaining, informative and immediately applicable program we’ll go behind the curtain and into the mind of improvisers and leave with ways to be more confident, spontaneous, and balanced people. Takeaways for the keynote:
• Describe their own behavior around their perceived limitations.
• Apply a tactic to disagree without becoming confrontational.
• Introduce an Improv Based activity to enable groups to discuss and deal with challenging issues.
Northern Lights Cocktail Reception Cruise with Entertainer Jon Petz
Monday, 4:30 - 6:00pm
$25 per person (Note: not included with conference ticket, must be purchased separately)

Come aboard the Northern Lights, a 115 foot long cruise boat built as a replica to 19th and early 20th century lake steamboats. Join 150 conference participants on Monday evening from 4:00-6:30pm for refreshments and fabulous hors d’oeuvres on beautiful Lake Champlain. As a special treat, Jon Petz will perform interactive comedy magic. His sleight-of-hand and “sleight-of-mouth” techniques engage and even mesmerize the audience — we guarantee you’ve never seen anything in a comedy magician quite like this before!

Monday Evening: Meet-to-Eat

Monday night has been intentionally left open to allow time for you to connect with colleagues or vendors, meet with your association or explore beautiful downtown Burlington. The Sheraton can also assist with dining coordination.

Where to Stay

Sheraton Burlington Hotel & Conference Center (home of the conference)
A room rate of $162 per night is available for exhibitors, sponsors and attendees.

To book this rate, visit:
https://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=1404179913&key=4CB6AEE

This rate is available until August 25th, 2014 and is subject to availability.

For additional options on where to stay, visit these sites:
Burlington Vermont Room Availability Tool: http://web.vermont.org/CWT/External/WCPages/WCRoomAvailability/RoomAvailability.aspx

Trip Advisor: www.tripadvisor.com
## TUESDAY, SEPTEMBER 16TH - AGENDA

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### EXPO Hall - Open 7:30a - 3:15p on Tuesday

**65+ Exhibitors, Prizes and Networking Opportunities!**

Don’t miss the newly redesigned EXPO Hall, open from 7:30am to 4:00pm on Tuesday. Visit with over 65 companies that provide the resources and services you need, relax in the HR Recharge & Wellness Station, enter to win great prizes from the exhibitors and grab a complimentary coffee drink from the Barista Station.

The EXPO Hall is the place to be for gathering, networking and having fun!
Keynote Presenters:

**Passion, Pride & Innovation**
Jon Petz, Founder of Bore No More!™

Having passion and pride in what you do starts with yourself. Passion in your daily activities originates with doing your best work while having the most fun. For exponential results, it’s about going the extra mile, even when no one is watching.

Are you willing to make a commitment to constantly improve who you are and what you do? What can be the results if you do? As the keynote speaker, Jon delivers just this. The attendees walk away with a new feeling of passion for what means the most to them and how they can apply that to both their personal and professional lives.

**Reality-Based Leadership**
Cy Wakeman, CSP

Today’s challenging business environment is calling for a new type of leader. We need those willing and able to recreate mindsets (their own and that of others) and change an organization’s culture in order to lead in a bold new way. Cy Wakeman is at the front of the reality revolution. It begins with a few good leaders who are able to quickly see and radically accept the reality of the situation, conserve precious team energy, and use that energy instead to impact reality. A great Reality-Based Leader anticipates the upcoming changes and capitalizes on the opportunity inherent in the situation without drama or defense. The principles of Reality-Based Leadership™ include:

- Refusing to argue with reality
- Valuing action over opinion
- Leading first, managing second
- Bulletproofing employees so that they can succeed, regardless of the circumstances
- Working to be happy rather than to be right

**Session I Options: (choose one)**

**Boring Meetings Suck**
Jon Petz, Founder of Bore No More!™

Would you like to increase the focus and results of your office meetings and lessen the risk of boring and ineffective meetings that lack preparation, facilitation and participation? What's it worth? (Pssst! The answer is “GOLD”) Jon’s best-selling book and content have been featured on CNBC, The Wall Street Journal, ABC and CBS News, USA Today and many more business and media journals because of his take-no-prisoners approach to meetings that rock. Attendees will walk out with proven strategies that enable organizations to GET MORE from their meetings and REDUCE or ELIMINATE ineffective meetings. This can be delivered to address the most common problems in organizational meetings, or customized based on your unique style and personality of office meetings.

**Reality Based Rules of the Workplace**
Cy Wakeman, CSP

Wouldn’t you like to know your value within your organization? Better still, wouldn’t you like to boost it? Cy Wakeman shows how to determine your value to your organization. She’ll introduce a formula designed to calculate your current and future potential against your “emotional expense” – the toll your actions and attitudes take on the people around you. Her clear direction cuts or reduces your emotional cost, and helps everyone become an invaluable member of the team. The result? Everyone at all levels of the organization will not only re-engage, but grow passionate about their work. 5 rules to boost your value include:

1. Don’t hope to be lucky. Choose to be happy.
2. Ditch the drama.
3. Buy-in is not optional. Your action, not opinion, adds value.
4. Change is opportunity.
5. Succeed anyway.
The Power of Story
Izzy Gesell, CSP

What is a story? At its core, a story is about conflict between expectation and reality, imbalance and opposing forces. Sort of like a meeting or team or organization! That’s why there is always a problem to be solved in a story. Both professionals & storytellers use story to address these opposing forces in our groups. Experience the power of a variety of ways to tell a story with more than just words. Turn over a new page in your learning to find the passion and purpose that lives inside out stories that can help us better serve our clients, colleagues, and our organizations. Leave with new activities and new insights into how to incorporate these stories in your personal and professional life.

- To describe and understand a variety of story-telling structures and formats
- To explain how story-telling helps groups navigate their way around process obstacles
- To share stories with others
- To discover ways in which story-telling can help you better serve the needs of your clients, colleagues, and organizations

Leadership Secrets from the Beehive
Deb Mackin, International Business Consultant, Leadership Coach and Workforce Development Trainer

From the new leadership book, Survival of the Hive: 7 Leadership Lessons from a Beehive, author Deborah Mackin will lead a presentation and discussion around the seven key lessons that emerge from studying the inner workings of a beehive. Leadership Secrets from a Beehive provides a fun, reflective look at the complex and highly efficient honeybee and the hive and applies its models, systems, and elements to solving some of leadership’s toughest questions. Why it matters to HR:

- A way to motivate and inspire people during change and transition
- A way for leaders to increase engagement and empowerment in the workforce
- A new way to discuss key topics like accountability, communication, motivation, organizational quality, and trust-building

Wait, Wait, Don’t Fire Me (Yet)!!
Panel participants: Johan Maitland, Esq., Downs Rachlin Martin PLLC; Amy McLaughlin, Esq., Dinse, Knapp & McAndrew, P.C.; Kerin Stackpole, Esq., Paul, Frank + Collins, PC

So you think you know the law? Let’s test that theory (and have fun doing it)! Teams of attendees will be presented with various case studies. Some will be true, and some will be pure fiction. Teams will need to figure out which case study is real, and doing so, they will need to spot tricky legal issues. Following each set of case studies, the speakers will lead a group discussion on lessons to be learned from the legal issue raised in each case study, and how best practices can prevent legal liability.

Come and play – Wait, Wait, Don’t Fire Me (Yet)!!
Remember – truth can be stranger than fiction!

Payroll Compliance 101
Brenda Sabin, Hickok & Boardman

Payroll isn’t just writing checks and depositing taxes. Payroll Professionals live in compliance based worlds and too often that is overlooked on their organizations compliance radar! The Dept. of Labor and the IRS however have it in their sights! Learn the basics of payroll, some tips and tricks to keep you on the compliance path and learn the top 10 strategies to be prepared if you are audited.

- Learn how to calculate overtime properly (it’s not how you think!)
- Learn the definition of hours worked and why that is important!
- Learn why you may have to cover your Independent Contractors for Unemployment and Workers’ Compensation
Attracting Candidates to Onboarding Employees: Employers Share Their Successes

Panel participants: Justin Worthley, Burton Snowboards; Cindy Osgood, King Arthur Flour Company; Stacey Hildreth, Simon Pearce; Allison Wollen, Rutland Regional Medical Center

This workshop will leave participants with practical ideas to create recruiting strategies, find and employ the right software program and develop an onboarding experience specific to their organizational culture. Armed with real world examples of how top performing Vermont businesses create environments and systems that allow employees to thrive – improving employee engagement and organizational performance, the panel will explore topics such as identifying your target audience, sourcing candidates, using social media tools for recruiting, creating an engaging application and interview experience, and immersing new employees into the company culture and supporting their continued success. Following the panel discussion, participants will explore their own workplace environment and identify ways they can create strategies to impact their key workforce challenges.

Session II Options: (choose one)

Reality-Based Engagement
Cy Wakeman, CSP

For years, our organizations have been investing time, money, and energy into engaging our employees based on the promise that engagement drives results. But, many organizations report that engagement alone falls short. Engagement without accountability is chaos. When they meet, breakthrough performance emerges. Packed with practical guidance for cultivating the power of personal accountability, Cy’s reality based approach will help:

• Uncover three key flaws in how the traditional employee engagement survey process is designed and implanted.
• Discover that personal accountability is the true driver of both employee engagement and company results.
• Take away a solid strategy for fixing the employee engagement program by cultivating the accountability of the organization.

The Elephant in the Room is Laughing
Izzy Gesell, CSP

The outcome of a team meeting, group get-together brainstorming session, leadership summit or information event depends on many things, not the least of which is the flow of participant energy. Participants in groups often experience one or two energy flow states; they are either being energized or they are being drained of their energy. The state these participants find themselves in effectively impacts the environment for the whole group or organization. Humor is a language that people use to join and identify a common universe. Humor, or the lack thereof, functions like a thermostat, controlling the climate within an environment. It is a key component of the atmosphere that surrounds all who interact with each other within any setting. This program aims to examine practical ways and means of understanding & using humor personally and professionally and how to channel the energy of humor toward more productivity, cohesion and creativity. Participants will be able to:

• Distinguish between the 4 functions of humor- shield, weapon, bridge, and spotlight.
• Discuss how humor impacts mental, physical, emotional, and spiritual perception.
• Apply personal sense of humor to varied groups
• Explain how humor functions as a stress manager
• Describe a tactic to recall & retell any joke or humorous story

The Adaptive Coach: Identifying New Competencies Needed for New Generation of Workers
Deb Mackin, International Business Consultant, Leadership Coach and Workforce

With over 6,000 Baby Boomers leaving the workforce every day and the new Millennial generation estimated to make up 3 out of 4 workers globally by 2025, the workplace and the people in that workplace are definitely changing. Additionally, disengagement numbers between managers and workers continue to rise with now over 70% of workers reporting they are disengaged at some level with their company. The future of work will take a skilled and adaptive coach, one that can balance the work, the processes and the relationships, moving from fire-fighting to a high performance model of management and leading. This workshop will look at and identify new managerial competencies needed in our managers and coaches for a new generation of work and provide practical ways to achieve those competencies.
Health Care Topics  
Panel Participants: TBA  

This panel will highlight ways employers and employees can reap the benefits and cost savings through their health and wellness programs. Best practices and alternative services will be highlighted.

Payroll Compliance 201  
Brenda Sabin, Hickok & Boardman

Payroll can be a bit more complex than just making sure your employees are paid for all the time they work. Many tax laws, rules and regulations apply when processing payroll and you need to know them!  
• Garnishments – which ones take priority?  
• Learn the tax rules on fringe benefits – does your AP department understand this?  
• Supplemental wage tax calculations, do you use the aggregate or flat rate method? Do you know?

Best Practices: One Person HR Department  
Panel participants: Tim Hulett, Shearer Automotive Group; Jodie Branon, SymQuest Group, Inc.; Karen Patno, Housing Vermont; Brian Nolan

Many organizations have a single HR Practitioner. The executive team expects you to cover all aspects of Human Resources. How do you navigate to meet the needs of all? Come to this session and hear this panel of four discuss questions and answers to the challenges and possible solutions of the Department of One!

Register Today!  
www.regonline.com/VT2014

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Monday Only ..........................................................$99  
Tuesday Only ..........................................................$199  
Norther Lights Cocktail  
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