

Los Angeles County Management Council



“HUMAN RESOURCES (HR) FOR THE NON-HR PROFESSIONAL”

Thursday, April 30, 2015 (8:30 a.m. – 4:30 p.m.)
Department of Public Works, Alhambra Room
900 S. Fremont Avenue, Alhambra, CA 91803

This seminar is designed to provide an overview of management duties and responsibilities related to basic human resources processes. This skills and knowledge building presentation has been developed in response to survey results from LACMC membership. The topics include coaching and counseling, e-Training, appreciative leadership, reasonable accommodation, performance management, documentation and retaliation.

Presentations by:

- Department of Human Resources Organizational and Employee Development
- Department of Human Resources Civil Service Advocacy and Mediation Services
- Mary Wickham, Executive Officer, County Equity Oversight Panel
- Melodie Larson, County Counsel

Keynote Speaker: Gary Jones, Director, Beaches and Harbors

Registration begins at 8:00 A.M. (continental breakfast provided)

Registrar Questions – Maria Rivas at (323) 342-8147; Fax: (323) 222-8176 or email: mariarivas@dpss.lacounty.gov

Seminar Questions - Roxanne Benavides-Ortega at (323) 881-2327 or at Roxanne.Benavides@fire.lacounty.gov or

Gina Lugo-Tully at (213) 893-7814 or glugo-tully@hr.lacounty.gov

Register on-line (members only) at: <https://paydirect.link2gov.com/LACMCEventSeminarRegSys>

“HR for the Non-HR Professional”

- ☐ \$25.00 Dues-Paying Members
- ☐ \$35.00 Non Dues- Paying Members
- ☐ Free with Voucher

Note: Lunch is not included in the registration fee

Name _____

Title _____

Work Address _____

Phone _____

City _____ State _____ Zip _____

Fax _____

Dept. No. _____ Employee Number _____

Email _____

Signature _____

Date _____

Make your on-line payment now to reserve your seat. Confirmations will be sent via e-mail.

Reservation requests are due by Wed., April 22, 2015:

Registrar: Maria O. Rivas (mariarivas@dpss.lacounty.gov)

DPSS – 4077 N. Mission Road, Los Angeles, CA 90032

Cancellation Policy: *To accommodate those on the waitlist, please contact the Registrar at least 72 hours prior to the seminar date to cancel and arrange for a refund. No substitutes are permitted.*

“Disclaimer – The Los Angeles County Management Council invites speakers to share their knowledge with the membership; however, LACMC is in no way endorsing the individuals or the companies presenting information at our seminars.”