## **Los Angeles County**

# **Management Council**



Creating and Strengthening Leaders!

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Ruben Marquez, PD
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### "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:

"HR for the Non-HR Professional"

- 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: <a href="mariarivas@dpss.lacounty.gov">mariarivas@dpss.lacounty.gov</a> Seminar Questions - Roxanne Benavides-Ortega at (323) 881-2327 or at <a href="mariarivas@dpss.lacounty.gov">Roxanne.Benavides@fire.lacounty.gov</a> or Gina Lugo-Tully at (213) 893-7814 or <a href="mailto:glugo-tully@hr.lacounty.gov">glugo-tully@hr.lacounty.gov</a>

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

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

#### Registrar: Maria O. Rivas (mariarivas@dpss.lacounty.gov) □ \$25.00 Dues-Paying Members DPSS - 4077 N. Mission Road, Los Angeles, CA 90032 □ \$35.00 Non Dues- Paying Members Cancellation Policy: To accommodate those on the waitlist, please contact the Registrar at least 72 hours prior to the seminar date to ☐ Free with Voucher cancel and arrange for a refund. No substitutes are permitted. Note: Lunch is not included in the registration fee Title Name Work Address Phone \_\_\_\_\_ 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.