

**Tentative Agenda**  
**AASPA's Personnel Administrator Boot Camp**  
**June 24 - 25, 2010 – Sofitel Hotel – Minneapolis, MN**

<b>TIME/JUNE 24</b>	<b>BASIC TRAINING</b>	<b>ADVANCED MANEUVERS</b>
0730 to 0800	Continental Breakfast & Registration <i>Name Badges Sponsored by hrmPlus</i>	
0800 to 0830	Welcome & Introductions <i>Dr. Jody Shelton</i>	
0830 to 0845	The Importance of the HR Office <i>Dr. Jody Shelton</i>	
0845 to 1015	Organization of the Personnel Office – <i>Sanita Savage</i>	FMLA and ADA Updates – <i>Debra Weiss &amp; Laura Booth</i>
1015 to 1030	Break	
1030 to 1200	How to Hire a Teacher – <i>Carrie Durley</i>	Gold Award Winning Wellness Program – <i>Vickie Laughren Adkins</i>
1200 to 1300	Lunch	
1300 to 1400	Overview of Federal Laws – <i>Sherrie Evans</i>	Dealing with the Media – <i>Carrie Durley</i>
1400 to 1500	Using Technology to Organize & Plan in HR – <i>Frank Bogner</i>	Developing Future Leaders – <i>Sanita Savage</i>
1500 to 1515	Break – <i>Sponsored by General ASP</i>	
1515 to 1630	Employee Supervision – <i>Sherrie Evans</i>	Handling EEOC Complaints – <i>Maggie Wallner</i>
1630 to 1830	Networking Reception – <i>Sponsored by Netchemia</i>	
<b>TIME/JUNE 25</b>	<b>BASIC TRAINING</b>	<b>ADVANCED MANEUVERS</b>
0800 to 0900	Breakfast Table Talks <i>Breakfast Sponsored by Substitute Teaching Division, STEDI.org</i> <ul style="list-style-type: none"> <li>- Negotiations</li> <li>- Recruitment/Retention</li> <li>- On Boarding Programs</li> <li>- HR Leadership During Tough Economic Times</li> <li>- Attracting and Working with the New Generation</li> <li>- Getting Off to a Great Start in HR</li> </ul>	
0900 to 1045	Writing and Maintaining Effective Job Descriptions – <i>Sherrie Evans</i>	Recruiting and Staffing Formulas – <i>Carrie Durley</i>
1045 to 1100	Break	
1100 to 1200	Employee Handbooks and Publications – <i>Chad Staul</i>	The HR Responsibility for Improving Instruction and Teacher Quality – <i>Sanita Savage</i>
1200 to 1300	Lunch	
1300 to 1400	Sponsor Presentations	Sponsor Presentations
1400 to 1415	Break	
1415 to 1515	Managing Substitute Teaching Best Practices – <i>Geoffrey Smith</i>	Bridging the Generation Gap at Work – <i>Sanita Savage</i>
1515 to 1615	Record Keeping and Documentation – <i>Sherrie Evans</i>	Performance Pay – <i>Carrie Durley</i>
1615 to 1630	Wrap Up & Evaluation <i>Dr. Jody Shelton</i>	