

Check No. _____

DO NOT WRITE ABOVE THIS LINE

FOR OFFICE USE ONLY

Amount _____

CONFERENCE REGISTRATION FORM

Department of Personnel Administration
December 10 - 12, 1997
TENTH ANNUAL
Labor Relations/Personnel Conference
Double Tree Hotel (Previously Red Lion Inn)
Rohnert Park, CA

NAME: _____
(PLEASE PRINT) (LAST) (FIRST) (MI)

TITLE (SPELL OUT--NO INITIALS): _____

STATE DEPARTMENT: _____ IMS CODE: _____

WORK ADDRESS: _____ CITY _____ ZIP _____
(Number) (Street Name)

WORK PHONE: _____ CalNet # _____

HOTEL ACCOMMODATIONS:

Overnight accommodations are the responsibility of each individual. The DoubleTree Hotel will begin taking reservations on Monday, July 21, 1997, 8:00 a.m., at (707) 584-5466 (3-night guaranteed reservations only) **DO NOT CALL BEFORE THIS DATE/TIME.** Reservations for 2-night and 1-night accommodations at the DoubleTree Hotel will be taken after October 17, 1997, on a space-available basis. Sharing of rooms is encouraged as well as splitting days with fellow employees. The DoubleTree Hotel will be unable to accommodate all conference participants. A list of other hotels in the area will be included with your receipt.

REGISTRATION:

In order to register for the conference you must send to DPA **BOTH:**

1. This completed full-page registration form; and
2. A check in the amount of \$85.00 per person (personal checks accepted).

Make Check Payable to: DPA Labor Relations/Personnel Conference

Please indicate the name(s) of all attendee(s) directly on the check.

THERE ARE NO REFUNDS OF REGISTRATION FEES.

MAIL TO: Department of Personnel Administration
Labor Relations Division
1515 "S" Street, North Building, Suite 400
Sacramento, CA 95814-7243
ATTN: Misty DeGeorge

IMS Code D-22

ADVANCE ORDERS FOR THE FOLLOWING WILL BE ACCEPTED:

Ralph C. Dills Act, pocket guide booklet: \$6.50 each (\$6.50 at the door) No. _____ Amount _____

Public Sector Arbitrator, pocket guide booklet (CPEP): \$3.50 each (\$5.00 at the door) No. _____ Amount _____

RECEIPTS FOR ACCEPTED REGISTRATIONS WILL BE MAILED WHEN REGISTRATION IS PROCESSED. DO NOT LOSE THE RECEIPT - YOU WILL NEED IT TO PROCESS YOUR TRAVEL EXPENSE CLAIM. CONFIRMATION LETTERS WITH ADDITIONAL CONFERENCE INFORMATION WILL BE MAILED THE WEEK OF NOVEMBER 4, 1997. REGISTRATION ENDS WHEN CONFERENCE CAPACITY IS REACHED. A SMALL WAITING LIST WILL BE MAINTAINED.

QUESTIONS: PLEASE CONTACT MISTY DEGEORGE OR PATTI HALTERMAN AT (916) 324-0476 OR 8-454-0476.

TENTATIVE AGENDA 6/2/97

Room	Wednesday, December 10						Thursday, December 11				Friday, December 12	
	8:30 - 8:45	8:45 - 8:15	9:15 - 10:15	10:30 - 12:00	1:30 - 3:00	3:30 - 5:00	8:30 - 10:00	10:30 - 12:00	1:15 - 2:45	3:00 - 4:30	8:30 - 10:00	10:30 - 12:00
Salon I	Welcome Rick McWilliam Chief of Labor Relations	Introduction David J. Tirapelle Director Department of Personnel Administration Subject:	Keynote Speaker Subject:	Adverse Action - Fitness for Duty (medical & psychological)	Peace Officer Workshop - One Time Only	Right to Representation	Workings of W.C., PERS Disability and Reasonable Accommodation	Adverse Action - Fitness for Duty (Medical & Psychological)	Investigation Techniques - Hands-On approach		Investigation Techniques - Hands-On approach	
Salon II				Impact Bargaining - Delegated	Adverse Action - Presidential Decisions	New MOU's Overview	Impact Bargaining - Delegated	New MOU's Overview	Hire Hard - Manage Easy	Rewards & Recognition - Motivating Employees - One Time Only	Hire Hard - Manage Easy	Right to Representation
Salon III				Demonstration Project Update - One Time Only	Workings of W.C., PERS disability and reasonable accommodation	Labor-Management Committee for Adverse Action	Threat Assessment/ Workplace Violence	Effective Presentations	Effective Presentations	Keep Free	Threat Assessment/Workplace Violence	Labor-Management Committee for Adverse Action
Salon IV				Conflict Management Styles (How to Deal With Difficult Employees)	How to draft Notice of Adverse Action - Stally Coleman Training	Achieving Financial Independence (Savings Plus) for Retirement	Minor Discipline	Adverse Action - Presidential Decisions	Conflict Management Styles (How to Deal With Difficult Employees)	How to draft Notice of Adverse Action - Stally Coleman Training	Achieving Financial Independence (Savings Plus) for Retirement	Minor Discipline

RESOURCE MATERIAL LISTINGS WILL BE AVAILABLE FOR YOUR PERUSAL DURING THE ENTIRE LENGTH OF THE CONFERENCE.
STOP BY AND TAKE A LOOK!

SIDE FOYER

Santa Rosa	VISIT OUR EXPOSITION AREA: (Located in Foyer Areas)	Dealing with Union Representatives - The Good, The Bad, & The Ugly	The Executive Development Assessment Center	Health and Safety	Dealing with Union Representatives - The Good, The Bad, & The Ugly	The Executive Development Assessment Center	Health and Safety	Impasse - How to Get There and Then What to Do	Impasse - How to get there and then what to do	Organizational Change and Labor Relations (organizational downsizing)	
Sonoma		COOPERATIVE PERSONNEL SERVICES	Arbitration	Stress Reduction	Americans With Disabilities Act - Overview	Stress Reduction	Civil Service Reform How to Prepare Managers	21st Century Project - SCO - Human Resource Area	Life Cycle Changes (benefits for different life stages)	21st Century Project - SCO - Human Resource Area	Life Cycle Changes (benefits for different life stages)
Bodega		PERS LONG-TERM CARE	C.S.R. - Restructuring Human Resources	Best and Brightest - How to Hire College Grad Off The Street	Med-Based Employment Decisions	C.S.R. - Restructuring Human Resources	Med-Based Employment Decisions	Best and Brightest - How to Hire College Grad Off The Street	Constructive Intervention	U.I.P. - New Way	Constructive Intervention
Cotati		LEGAL	Sick Leave Usage	Civil Service Reform How to Prepare Managers	Organizational Change and Labor Relations (organizational downsizing)	Internet	Sick Leave Usage	Americans With Disabilities Act - Overview	U.I.P. - New Way	Internet	Settlement Agreements Getting What You Really Want
Redwood Room		&	10 Horror Stories (by selected Union reps)			10 Horror Stories (by selected Union reps)	Arbitration	Settlement Agreements - Getting What You Really Want			
Oak Board Room		MANY MORE!		SPIN			SPIN				

12:00 - 1:30 Luncheon

12:00 - 1:30 Luncheon

THURSDAY EVENING RECEPTION
6:30 - 7:30 p.m. hors d'oeuvres

RHYTHM MAGIC - 6:15 - 7:00 p.m.

NEGRI AWARD PRESENTATION - 7:00 p.m.

Foyer

DEPARTMENT OF PERSONNEL ADMINISTRATION

10th ANNUAL

LABOR RELATIONS/PERSONNEL CONFERENCE

WHEN: DECEMBER 10, 11, 12, 1997

COST: \$85.00 per person (No Refunds)

WHERE: THE DOUBLETREE HOTEL

Same hotel as prior year, new name!
One DoubleTree Drive
Rohnert Park, CA
(707) 584-5466

* Reservations will commence July 21, 1997

REGISTRATION:

Fill out the registration form and mail to:
Department of Personnel Administration
Labor Relations Division
1515 "S" Street, Suite 400-N
Sacramento, CA 95814-7243
ATTN: Misty DeGeorge

WHO SHOULD ATTEND:

- * Human Resources Managers and Staff
- * Personnel Staff
- * Employee Relations Staff
- * Administrative Services Personnel
- * Line Managers and Supervisors
- * Health and Safety Officers

WHAT WILL YOU LEARN?

There are 35 workshops on a wide variety of subjects including:

- * Achieving Financial Independence
- * Right to Representation
- * Hire Hard/Manage Easy
- * Basic Internal Investigations
- * Impact Bargaining
- * Minor Discipline
- * Peace Officer Workshop
- * Effective Presentations
- * Threat Assessment and Workplace Violence Management



REGISTRATIONS WITHOUT CORRECT FEE OR FORM WILL BE RETURNED
For more information call Misty DeGeorge at (916) 324-0476 or e-mail at MDDEGEOR@SMTP.DPA.CA.GOV
REGISTRATION ENDS WHEN MAXIMUM CAPACITY REACHED
This conference fills up fast but a small waiting list will be maintained