

HR Managers
working for
Management
Companies and
Business Partners are
welcome to attend!

NAVIGATING MUDDY HR WATERS -- WHAT YOU MUST KNOW IF YOU HAVE HUMAN RESOURCE RESPONSIBILITIES

Wednesday, June 6, 2018 • DoubleTree Hotel • Columbia, MD

WHO SHOULD ATTEND? CEOs, personnel and human resources assistants, support staff and managers, as well as managers and supervisors having HR obligations within their companies.

The myriad of responsibilities associated with hiring and firing, staying on top of evolving legal issues, preventing sexual harassment, understanding personnel law, proper record keeping, administering compensation and benefits are just the tip of the iceberg of “must-know” topics for someone handling the human resource duties for a company.

Managing personnel remains for many managers, one of the most difficult, time consuming and loathsome part of the job. Whether a management company, a community association or a business partner, the issues are diverse, the traps are bountiful, the territory being covered is often unfamiliar and the direct interaction with employees can be unbelievably stressful. To our own detriment, we often delay or avoid altogether dealing with personnel issues because they are the terrain we feel the least equipped or prepared to navigate.

This presentation is designed to build your confidence level when dealing with personnel issues and to help you recognize when you need to bring an HR specialist into the equation to protect you, your company, your client and your employees.

Sharpen your skills, behaviors and strategies for:

- Recruiting employees
- Reducing employee turnover
- Promoting employee development
- Retaining a talented, flexible and diverse workforce

Keeping your employees happy and your organization out of legal trouble is paramount, and where trial-and-error, learn-as-you-go methods just don't cut it. Get the latest, most up-to-date information on dealing with human resources issues –the right way– in our information packed workshop.



ABOUT CAI

The Community Associations Institute (CAI) is dedicated to fostering vibrant, responsive, competent community associations that promote harmony, community and responsible leadership. The Chesapeake Chapter represents the state of Maryland (except Prince Georges & Montgomery Counties) as well as the Delaware eastern shore beaches. With over 850+ members, the Chapter offers many educational programs geared specifically towards volunteer board members and community association managers.

CAI SEMINAR

WEDNESDAY, JUNE 6, 2018

NAVIGATING MUDDY HR WATERS -- WHAT YOU MUST KNOW IF YOU HAVE HUMAN RESOURCE RESPONSIBILITIES

SPEAKERS:

Susan Blackburn, CMCA, AMS, PCAM owner of Community Association Management Professionals, Inc. (CAMP)

A leader in the management of common-interest communities for over 30 years, Susan founded CAMP, Inc. to provide top notch management services and personal customer care to common interest communities throughout the Washington Metropolitan area.

Nancy Murphy, Human Resources Manager for Community Association Management Professionals, Inc. (CAMP)

Ed O'Connell, Attorney with Whiteford, Taylor, & Preston

Ed has almost 20 years of experience in all facets of common-interest associations, from day-to-day business operations to litigation between boards and owners. He has been active in the Washington Chapter of CAI for many years. He is also a member of the Chapter's Virginia Legislative Committee and a frequent contributor to Quorum Magazine, the chapter's publication.

Michael Gartner, Attorney with Whiteford, Taylor & Preston

Michael handles a wide variety of issues in the state and federal courts in Virginia and the District of Columbia, including: business torts, premises liability, general negligence, sexual harassment and employment discrimination matters, consumer protection matters, and contract-related claims. He also represents community associations both in general business affairs and litigation.

REGISTRATION FORM: BOARD MEMBER MANAGER SERVICE PROVIDER

NAME: _____

ASSOCIATION: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ FAX: _____

EMAIL: _____

ARE YOU (YOUR PERSONAL NAME) LISTED AS A CAI MEMBER IN THE CHAPTER DATABASE? YES NO

IF NO, PLEASE LIST THE COMPANY THAT REFERRED YOU TO THIS SEMINAR?: _____

PAYMENT OPTIONS: CHECK ENCLOSED VISA MASTERCARD

CARD NUMBER: _____

EXP. DATE: _____ CVC CODE: _____

NAME ON CARD _____

ADDRESS (IF DIFFERENT FROM ABOVE) _____

SIGNATURE (REQUIRED): _____

THE ABOVE SIGNED AGREES TO PAY THE CHARGES ACCORDING TO THE CARD ISSUER AGREEMENT.

**NEW
WORKSHOP!**

LOCATION:

DOUBLETREE HOTEL
5485 TWIN KNOLLS RD.
COLUMBIA, MD 21045
410-997-1060

FEE:

\$40.00 (CAI MEMBER)
\$55.00 (NON-MEMBER)
PRE-REGISTRATION
REQUIRED!
FIRST COME FIRST
SERVED - SPACE IS
LIMITED!

SCHEDULE:

COFFEE & PASTRY:
8:30 am—9:00 am

PROGRAM:
9:00 am—10:15 am

BREAK:
10:15 am—10:30 am

PROGRAM CONT'D:
10:30 am—11:45 am

**REGISTER
NOW!**

SEND FORM VIA:

MAIL: 1985 FAIRFAX ROAD
ANNAPOLIS, MD 21401

FAX: 410-540-9827

EMAIL: CONTACT@CAIMDCHES.ORG

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