



**Leading the Way**  
**Thursday, June 21, 2018**  
Chenal Country Club, Little Rock, AR  
9:15 a.m. - 3:30 p.m.  
(8:30 - 9:15 a.m. Registration)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Additional Registrants:**

First & Last Name: \_\_\_\_\_ Email: \_\_\_\_\_  
First & Last Name: \_\_\_\_\_ Email: \_\_\_\_\_  
First & Last Name: \_\_\_\_\_ Email: \_\_\_\_\_  
First & Last Name: \_\_\_\_\_ Email: \_\_\_\_\_  
First & Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Registration Fees:**

Early Registration (before June 9th) \$95 x \_\_\_\_\_ = \$ \_\_\_\_\_  
Registration (after June 9th) \$115 x \_\_\_\_\_ = \$ \_\_\_\_\_  
Group Discount (5 or more) \$90 x \_\_\_\_\_ = \$ \_\_\_\_\_  
Students \$55 x \_\_\_\_\_ = \$ \_\_\_\_\_  
**TOTAL \$ \_\_\_\_\_**

**Register  
Online!**  
[www.cahra.net](http://www.cahra.net)

**Please Note: No refunds after June 9, 2018. Attendee substitutions will be allowed.**

<p>Make Checks Payable to: <u>CAHRA</u> Mail with form to:</p> <p>CAHRA PO Box 25964 Little Rock, AR 72221</p> <p>Or FAX to (501) 224-0988</p>	<p>Check #: _____</p> <p>Visa MasterCard Discover AmEx</p> <p>CC #: _____</p> <p>Exp: _____ CVV: _____</p> <p>Name on Card: _____</p> <p>Billing Address (if diff from above): _____</p> <p>_____</p>
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### AGENDA

**8:30 - 9:15 am** - Registration

**9:15 - 10:15 am** - Session 1

**Salon A/B:** Scott Dutile of Dale Carnegie Training Mid-South: *Confident First Impressions*

**10:15 - 10:30 am** - Break

**10:30 - 11:30 am** - Session 2 (Concurrent)

**Salon A/B:** Carolyn Witherspoon of Cross, Gunter, Witherspoon & Galchus and Glenda Caton of I Square Management: *Sexual Harassment and the #MeToo Movement*

**Salon C:** Amy Langston of Premier Staffing: *Overcoming Recruiting Nightmares in a Tough Market*

**11:30 am - 12:00 pm** - Lunch (Salon A/B)

**12:00 - 1:00 pm** - Ask an Attorney Panel

**Salon A/B:** Missy Duke of Cross, Gunter, Witherspoon & Galchus; Wayne Young of Friday Firm; Michelle Kaemmerling of Wright, Lindsey & Jennings; Victoria Jones of Rose Law Firm: *Leave Issues*

**1:00 - 1:15 pm** - Break

**1:15 - 2:15 pm** - Session 3 (Concurrent)

**Salon A/B:** Kelly Carney, Delta Dental of Arkansas: *What to Do BEFORE You Go to HR*

**Salon C:** Allison Cox of Simmons Bank: *Leadership Development*

**2:15 - 2:30 pm** - Break


**2:30 - 3:30 pm** - Session 4 (Concurrent)

**Salon A/B:** Rick Roderick of Cross, Gunter, Witherspoon & Galchus: *Preventing Violence in the Workplace*

**Salon C:** Jennifer Holland of Arkansas Children's Hospital: *Workplace Injuries and Accidents*

SHRM  
SHRM-CP | SHRM-SCP  
**RECERTIFICATION PROVIDER**  
2018  
Professional Development Credits (PDCs) for the SHRM-CP or SHRM-SCP.

This program has been submitted for General Recertification credit hours toward aPHR, PHR, SPHR, and GPHR certification through the HR Certification Institute.



### SPEAKERS & TOPICS

**Scott Dutile of Dale Carnegie Training Mid-South**  
***Confident First Impressions***

Being a leader means being able to make a confident first impression. This session will help you understand why we typically don't remember names and how to overcome it; establish foundational rules for better conversations; and, help you learn the 5 levels of listening. By using the essential Dale Carnegie Principles to build confidence this session will leave you with skills to use in your workplace.



**Carolyn Witherspoon of Cross, Gunter, Witherspoon & Galchus and Glenda Caton of I Square Management**  
***Sexual Harassment and the #MeToo Movement*** (Concurrent Session)

It's in the news daily, but do you know how to respond to allegations of sexual harassment? Learn what sexual harassment is and what are the different types; how to prevent sexual harassment; and, how to handle complaints of sexual harassment and avoid retaliation claims. Scenarios will be presented to see if attendees can recognize harassment and the best way to respond in order to lead the way in creating a harassment-free workplace.

**Amy Langston of Premier Staffing**  
***Overcoming Recruiting Nightmares in a Tough Market*** (Concurrent Session)

This session will walk you through the general recruiting process including: red flags to consider in interviews; things you shouldn't ask – EVER; creative recruiting; background check basics; and, onboarding tips/hiring. Included will be an interactive discussion on average resumes received for a position; average interviews completed; and, average declined candidates. The session will also address how unemployment impacts recruiting and why you should care and options/resources available for recruiting into your company.

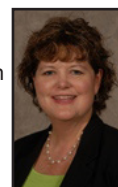


**Missy Duke of Cross, Gunter, Witherspoon & Galchus; Wayne Young of Friday Firm; Michelle Kaemmerling of Wright, Lindsey & Jennings; Victoria Jones of Rose Law Firm**  
***Leave Issues***

Part of being a leaders is wading your way through leave requests from vacation time to FMLA. This panel of speakers will present a leave issue they've helped employers address and then will answer attendees' questions.

**Kelly Carney, Delta Dental of Arkansas**  
***What to Do BEFORE You Go to HR*** (Concurrent Session)

When should you talk to HR about an employee issue? What kind of information will they ask for? And why do they ask so many questions?! This session will help you navigate how to meet your business objectives while protecting the company in teaching you when you must go to HR; when not to go to HR; disciplinary steps to follow; and, what you should document.



**Allison Cox of Simmons Bank**  
***Leadership Development*** (Concurrent Session)

This session will cover the importance of goal setting, communication, recognition, and feedback in leadership development. Attendees will also learn how to hire "A" players and how to onboard and train leaders.

**Rick Roderick of Cross, Gunter, Witherspoon & Galchus**  
***Preventing Violence in the Workplace*** (Concurrent Session)

Leaders keep their employees safe. Learn the profile of a violent employee; triggers of workplace violence and how to prevent it. You'll also learn about your legal obligations and liability as a supervisor.



**Jennifer Holland of Arkansas Children's Hospital**  
***Workplace Injuries and Accidents*** (Concurrent Session)

Lead your workplace in improving occupational health and safety. Learn ways to address workplace injuries and accidents. This session will also address reasonable suspicion testing and safety sensitive positions.

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