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Dulles SHRM's 2008 Annual Sponsor



www.libertymutual.com

August 2008

Call for Submissions

The changes you've been seeing in the newsletter over the past several months continue this month with a change in focus of the newsletter. The new email communication strategy is pushing more information out directly to the membership and those subscribed to our mailing list. This makes the newsletter no longer the primary source of information on upcoming events and activities within our chapter.

So, starting this month, the focus of the newsletter is changing to concentrate more on news and information you can use in your job, and to further your career. We are pleased to announce the first of a monthly column by Robert Wilson, "The Un-comfort Zone," in which he explores the many aspects of motivation from inspiring others (employees, customers, volunteers, even family members), to self-motivation. Also, Peter B. Suyama has contributed an article on Workplace Financial Planning.

Now, all we need is for you to contribute to our newsletter. That's right, YOU. Do you have a particular Web site you visit often for information? Have you recently used a new tool or vendor you think is wonderful—or awful? Have you taken any of the SHRM seminars? Well, if

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SHRM Knowledge Center

If you are a SHRM member and have never used the Knowledge Center (formerly called the Information Center), you don't know what you're missing! It is surprising to find that some SHRM members are not aware of the Knowledge Center. It is one of the greatest benefits available! It is basically a call center staffed with ten certified HR professionals who are there to answer your questions. SHRM provides assistance with HR questions as a member benefit. This assistance is provided as general information and is not a substitute for legal or other professional advice.

Options for Requesting Assistance with an HR Question

By Phone: You can call them anytime the center is open (8:30 am to 8:30 pm ET), toll-free at 1-800-283-SHRM, option 5.

By "Live Help" Instant Message: Live Help is an interactive, one-to-one chat feature that connects you directly to an SHRM staff member for quick real-time assistance. It is provided for both customer service inquiries and quick answers to HR questions and is accessible during regular SHRM business hours (Monday through Friday, 8:30 am to 5 pm ET). The link for instructions to use this service can be found at www.shrm.org/help/whatis.asp.

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Dulles SHRM: Proud to be your "Chapter of Choice" since 1987.



1992
Pinnacle
Award



THE UN-COMFORT ZONE with Robert Wilson

What's Pushing Your Buttons?



What motivates you? That's the question I'd like to ask in this inaugural column on motivation. Are you motivated by fame, fortune or fear. Or is it something deeper that fans the flames inside of you. Perhaps you are like Jeanne Louise Calment whose

burning desire enabled her to do something that no other human being has done before. A feat so spectacular that it generated headlines around the globe, got her a role in a motion picture, and landed her in the Guinness Book of World Records. A record that has yet to be beaten.

Jeanne Louise, however, did not initially motivate herself. It was someone else who drew the line in the sand. But, it became a line she was determined to cross.

In motivation we talk about getting outside of one's comfort zone. It is only when we are uncomfortable that we begin to get motivated. Usually to get back into our comfort zone as quickly as possible.

Born into the family of a middle-class store owner, Calment was firmly entrenched in her comfort zone. At age 21 she married a wealthy store owner and lived a life of leisure. She pursued her hobbies of tennis, the opera, and sampling France's famous wines. Over the years she met Impressionist painter Van Gogh; watched the erection of the Eiffel Tower; and attended the funeral of Hunchback of Notre Dame, author, Victor Hugo.

Twenty years after her husband passed away, she had reached a stage in life where she had pretty much achieved everything that she was going to achieve. Then along came a lawyer. The lawyer made Jeanne Louise a proposition. She accepted it. He thought he was simply making a smart business deal. Inadvertently he gave her a goal. It took her 30 years to achieve it, but achieve it she did.

Are you willing to keep your goals alive for 30 years? At what point do you give up? Thomas Edison never gave up, instead he said, "I have not failed. I've just found 10,000 ways that won't work." Winston Churchill during the bleakest hours of World War II kept an entire country motivated with this die-hard conviction: "We shall defend our Island, whatever the

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Build Your Benefits on a Financial Planning Foundation

As an employer, you know it is important that your employees make the most of their workplace benefits. That is why Workplace Financial Planning is an important benefits add-on to help your employees understand and utilize their existing benefits package and improve their financial lives. It allows you to add a strategic framework and foundation to your total compensation package by offering an individual benefit that supports each employee's personal financial goals. Through small group meetings, one-to-one sessions and personal financial planning opportunities, a qualified financial professional will help your employees understand and utilize their benefits package, while putting their overall financial situation in perspective.

Adding Workplace Financial Planning to your total compensation package can:

- Create a more competitive package for talent recruitment and retention
- Reduce the human resources burden of providing broad financial advice
- Give individual recognition to each employee
- Improve motivation and engagement through benefits understanding and utilization
- Improve the return on your benefits investment

Employees today are struggling with a number of financial issues, including connecting 401(k) and other company-sponsored benefits to their overall retirement goals. Also in play, is the stress surrounding the economy, possible layoffs, etc. A 2007 Spectrum Perspective report revealed that nearly 60% of participants without access to Workplace Financial Planning services are interested in them. Employers are faced with the issue of spending more money to provide competitive benefits to employees who do not always understand the value of those benefits and how to use them. Offering such information and services can become a valuable recruitment tool by communicating your company cares about employees and retention tool by increasing employee engagement and commitment.

Getting Started:

Consider your workplace demographics. Younger workers may be interested in beginning a retirement plan or setting up a college savings plan. Older workers may appreciate education on budgeting and

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How Is Your Company Reacting to the Rising Cost of Gasoline?

On July 24th, I sent out a poll asking what your company was doing (or not doing) in response to the current rise in gas prices. I received eight responses. Thank you to everyone who participated in the poll. Obviously, this is not at all a scientific sample, but the results are interesting none-the-less.

When I sent out the survey, I suggested a response of "your old school CEO would not allow any changes." I was pleased that only one of the eight respondents was running into that problem. One reader indicated that her company was instituting telecommuting and flex schedules for a "3-month trial period." I would be interested to follow up and see how management perceives the success of that program. Of course, I have no idea if the other companies were more open to changes any way, or changed their minds due to the current gas situation.

Five other people indicated that their company was instituting telecommuting, with one of those saying they had a policy and was expanding it. Another small association has a telecommute policy, but no one was using it.

Four companies are adding or expanding flex work schedules, while two are "researching" that option.

Fairfax County Government is actively encouraging its employees to car pool or use public transportation (in addition to flex time and telecommuting).

By far the most surprising response I receive was a company that gave all their employees \$100 gas cards! Our reader indicated it was a big hit, which I'm sure it was.

So what can we learn from this? Well, as I mentioned at the top, this was not a scientific survey, so no real meaningful conclusions can be drawn. I did learn that I really should have more specific questions instead of asking a broad, open ended question. But I digress.

Any of you who have studied total rewards and work-life programs know that HR has long advocated flexible policies as a way to motivate employees and increase engagement. Hopefully the silver lining to this gas crisis will be that more companies will institute these policies and keep them once it is over. We can always hope. ☺

Christopher J Schäffer, PHR



October 2008: National Disability Employment Awareness Month

ODEP News Release: [06/03/2008]

Contact Name: Jennifer Kaplan or Richard Manning

Phone Number: (202) 693-5052 or x4676

Release Number: 08-0993-NAT

'America's People, America's Talent... America's Strength!' is 2008 National Disability Employment Awareness Month theme

WASHINGTON — U.S. Secretary of Labor Elaine L. Chao today announced that "America's People, America's Talent... America's Strength!" will be the official 2008 theme for National Disability Employment Awareness Month, which is observed in October nationwide. The 2008 theme captures the accomplishments highlighted in the 2007 progress report on President Bush's New Freedom Initiative for people with disabilities.

"Full access to community life for Americans with disabilities is an imperative and this year's theme conveys the tremendous contributions that these Americans can make in the workplace," said Secretary Chao.

Each October is National Disability Employment Awareness Month by congressional designation. The Labor Department's Office of Disability Employment Policy (ODEP) leads the nation's activities and produces materials to increase the public's awareness of the contributions and skills of American workers with disabilities. Typically, private sector; federal, state and local government; and advocacy organizations piggyback on the same theme to plan events and programs that showcase the abilities of employees and job candidates with disabilities.

"It is important to note that having people with disabilities in the workplace is valuable to the individual and to businesses," said Neil Romano, assistant secretary for the Labor Department's Office of Disability Employment Policy. "People with disabilities are the next great wave of diversity, and diversity fosters innovation to drive our economy and our nation into the future."

ODEP is leading a 21st century federal response to the historic underemployment of people with disabilities. In collaboration with other government agencies, public and private employers, and additional stakeholders, ODEP facilitates the development and implementation of innovative policies and practices necessary to achieve a fully inclusive workplace.

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The Good Faith Initiative for Veterans Employment (G-FIVE) and Ensuring the Accessibility of Online Application Systems

ESA News Release: [07/24/2008]

Contact Name: Doline Hatchett or Loren Smith

Phone Number: (202) 693-4651 or x4676

Release Number: 08-1025-NAT

U.S. Department of Labor announces two new initiatives aimed at promoting hiring of veterans and applicants with disabilities

WASHINGTON — The U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) today unveiled two initiatives aimed at promoting the hiring of veterans and protecting the rights of applicants with disabilities: The Good Faith Initiative for Veterans Employment (G-FIVE) and Ensuring the Accessibility of Online Application Systems.

"The G-FIVE was created to address the employment challenges facing the veteran workforce today by recognizing federal contractors for their efforts in employing and advancing covered veterans," said Charles E. James Sr., deputy assistant secretary for OFCCP. "It reaffirms OFCCP's commitment to ensure compliance with the requirements of the Vietnam Era Veterans Readjustment Assistance Act and creates an excellent incentive for federal contractors to hire veterans."

"The G-FIVE also strengthens partnerships between OFCCP and veterans groups and other agencies," added Victoria Lipnic, assistant secretary of labor for employment standards. "It's an OFCCP initiative that supports America's heroes."

The second initiative, Ensuring the Accessibility of Online Application Systems, is designed to ensure that federal contractors and subcontractors provide equal opportunity to qualified applicants with disabilities, including disabled veterans, to compete for jobs when using an online application system. Electronic job application systems must be accessible to, and usable by, applicants who have disabilities, or the contractor must provide a reasonable accommodation that allows an equal opportunity to compete for a job.

"Nothing is more fundamental to equal employment opportunity than the opportunity to apply for a job," said James. "As more and more employers turn to the Internet to locate and screen job applicants, this initiative is crucial to ensuring that disabled veterans and other qualified individuals with disabilities are

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New from SHRM: Virginia Updates

SHRM's Knowledge Center has compiled a variety of online employment law resources applicable to your state. In this member-only, FREE benefit you'll receive employment law resources from SHRM Online as well as other online sources; a spotlight on a recent workplace issue impacting your state; directories for locating employment lawyers and more. To receive these resources in one e-mail, go to messaging.shrm.org/ct/U1xc-CM10XL-/, log in, enter your email address, select your state's name (or any other state for which you'd like to receive information), and hit "submit."

You can also find Virginia workplace law resources at www.shrm.org/law/states/VirginiaTOC.asp.



Build Your Benefits on a Financial Planning Foundation

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asset allocation for a comfortable retirement. Depending on your workforce, you may need to provide a variety of topics with the framework of Workplace Financial Planning.

- Select a provider of Workplace Financial Planning that is experienced in financial planning and will tailor the program to the needs of your company and your employees. Form a relationship with professionals you can trust to provide concise, easy to understand information to help your employees define their financial goals.

Ultimately, offering financial planning services as part of a benefits package is a win/win situation for employer and employee. Employees who feel in control of their finances are healthier, take fewer sick days, have less stress and have a better overall understanding of their benefits and how it pertains to their personal financial planning. This contributes to your overall mission of attracting and retaining employees, directly contributing to your company's bottom line.

Contributed by Peter B. Suyama, CRPC® , Senior Financial Advisor with Emond, Berger, Suyama & Associates, a private wealth advisory practice of Ameriprise Financial Services, Inc.

703-359-2660

Peter.b.suyama@ampf.com



Federal Contractors: Bookmark OFCCP Online

ESA's Office of Federal Contract Compliance Programs (OFCCP) is responsible for ensuring that contractors doing business with the Federal government do not discriminate and take affirmative action.

Mission Statement: OFCCP administers and enforces three legal authorities that require equal employment opportunity: Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; and the Vietnam Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212. Taken together, these laws ban discrimination and require Federal contractors and subcontractors to take affirmative action to ensure that all individuals have an equal opportunity for employment, without regard to race, color, religion, sex, national origin, disability or status as a Vietnam era or special disabled veteran.

They are online at www.dol.gov/esa/OFCCP.

Submitted by Evelyn Kaiser, Director of Diversity, Workforce, & Education



SHRM Knowledge Center

Continued from front page

By Express Request: You'll find over 60 Express Request topics between the Express Request FAQ page and the Express Request Archive. To assist you in locating topics of interest, a brief description of each express request response is provided. Express Request responses are available around the clock! To learn more about Express Requests, go to www.shrm.org/hrresources/expressrequest.asp.

By Email: Use the form at www.shrm.org/hrresources/icrequest.asp to send an e-mail question to the Knowledge Center staff. If you do not receive an automatic response acknowledging your request, please be sure to check to see if you have a spam blocker activated or you may not be able to see the information we send when we do respond to your request.

To access this service on behalf of your company, you must be a member of SHRM. If you are not a member, and would like to learn more about the benefits of SHRM, please visit our membership information section at www.shrm.org/join.



What is the SHRM Foundation?

The SHRM Foundation was founded in 1966 as a 501(c)(3) not-for-profit affiliate of the Society for Human Resource Management (SHRM). It is governed by a volunteer Board of Directors from the HR profession, including academics, practitioners and representatives from SHRM. The Foundation funds research, publications, and education to advance the HR profession and enhance the effectiveness of HR professionals. To support its important work, the SHRM Foundation conducts an annual fundraising campaign. All contributions to the Foundation are tax-deductible.

The Foundation promotes research, innovation, and the use of research-based knowledge. It funds major research projects that have a direct and practical impact in advancing the HR profession. The Foundation puts out RFPs to the research community and then evaluates the research proposals it receives.

The Foundation also funds practical publications on specific issues such as the highly acclaimed book, *Making Mergers Work: The Strategic Importance of People* and a DVD series. Other Foundation projects include educational scholarships for HR professionals, the college HR Games, the Masters' Series, SHRM White Papers, the Effective Practice Guidelines series, and online directories of undergraduate and masters degree programs in human resource management. For more information about the Foundation, go to www.shrm.org/foundation.



October 2008: National Disability Employment Awareness Month

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ODEP's work primarily falls into three categories: employers and the workplace; workforce systems; and employment-related supports, which include education and training, health care, reliable transportation, affordable housing and assistive technology. For more information, visit www.dol.gov/odep.

Submitted by Evelyn Kaiser, Director of Diversity, Workforce, & Education



Office Equipment For Donation

Greenblum & Bernstein, P.L.C. in Reston has some old equipment they are looking to donate to a school, non-profit and/or small company with limited resources to pick up those donated items at their own expense.

The equipment includes:

- Two Gestetner 9920 fax machines
- One Gestetner F9199/F9199NF fax machine/ scanner/ printer
- One Ricoh 2700L fax machine
- Metal shelving

Pictures and specifications will be posted on the Web site soon. If you know of any organization that might be interested in this equipment, please have them contact Liz Jordan, Greenblum & Bernstein, P.L.C. at ljordan@gbpatent.com or 703-716-1191.

If any other company has equipment to donate, please send the details to Christopher J Schäffer, PHR at cj.schaffer@dullesshrm.org to have them posted at www.dullesshrm.org.

If you know of any volunteer opportunities, please pass them along too. We'll be setting up a section soon for all of this information.



The Good Faith Initiative for Veterans Employment (G-FIVE) and Ensuring the Accessibility of Online Application Systems

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afforded that opportunity when an online system is used."

The directives outlining these new initiatives, along with frequently asked questions, are available on OFCCP's Web site at www.dol.gov/esa/ofccp/index.htm.

OFCCP, an agency of the Department of Labor's Employment Standards Administration, enforces Executive Order 11246 and other laws that prohibit employment discrimination by federal contractors. The agency monitors federal contractors to ensure that they provide equal employment opportunities without regard to race, gender, color, religion, national origin, disability or veteran status.

Submitted by Evelyn Kaiser, Director of Diversity, Workforce, & Education



Membership Changes


Congratulations to the following members with new positions:

Lisa Forrester, Sr. HR Manager, Dedicated Micros, Inc.
Les Eszenyi, HR Manager, C. A. Murren & Sons Inc.
Denise Henderson, PHR, HR Manager, Oceana
Misti Mukherjee, Partner, Jackson Lewis, LLP

If you have a new position and would like the rest of the Chapter to know about it, please send an email to Christopher J Schäffer, PHR at cj.schaffer@dullesshrm.org.

New Members

Welcome to the following new members of Dulles SHRM:


Janice Algie, PHR, Director of HR, The Peterson Companies
Mike Barbier, SPHR, HR Analyst, County of Fairfax
Cristina Oms, Sr Specialist, APUS
Lisa Pham, HR Assistant, Hunter Associates Laboratories, Inc.
Lisa Rosser, Chief Advocate, The Value of a Veteran
Curtis Scott, SPHR, CCP
Dionne Waddell, EEO/ER Analyst, CACI 

Leading Indicator of National Employment (LINE)

The Society for Human Resource Management (SHRM) and the Rutgers University School of Management and Labor Relations are working in collaboration to produce and publish a new monthly indicator, the SHRM/Rutgers Leading Indicator of National Employment (LINE).

The SHRM/Rutgers LINE index is based on a monthly survey of Human Resource professionals at manufacturing firms. LINE measures change in five components: number of employees, number of vacant positions, difficulty in recruiting highly qualified employees, compensation offered to new hires, and hiring plans for the upcoming month.

You can sign up to receive updates when the SHRM/Rutgers LINE is released each month. To find out more about LINE, go to www.shrm.org/line.

To access this service on behalf of your company, you must be a member of SHRM. If you are not a member, and would like to learn more about the benefits of SHRM, please visit our membership information section at www.shrm.org/join. 

Save The Date (2008)

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8/20	Chapter Dinner Meeting “A Positive Approach to Employee Engagement: Using Appreciative Inquiry to Generate Ownership for Increased Performance” p. 8
8/21	COBRA Compliance Seminar (Business Benefits Group) p. 11
9/1	Rates increase for Virginia State SHRM Conference
9/4	Discussion Group “Effective Meeting Management” p. 9
9/9	Interactive HR Workshop (Ultimate Software) p. 13
9/17	Chapter Dinner Meeting “Conducting Investigations & Detecting Deception” p. 9
9/19-20	Workshop “Recession: Danger and Opportunities for Your Business” p. 10
9/24	“Increase Your Bottom Line With True Wellness” (Creating Wellness) p. 14
9/28-29	Nonprofit HR Conference p. 12
10/2	Discussion Group “Employee Orientation”
10/15	Chapter Breakfast Meeting “Challenges in Integrating Cultures During a Merger or Acquisition”
10/22-24	Virginia State SHRM Conference p. 10
11/6	Discussion Group “FMLA Challenges”
11/19	Chapter Dinner Meeting & Board Elections “Get 'Em Started Right - Enhancing Performance and Retention Through Effective On-Boarding”
12/3	Chapter Holiday Party & Board Installation
12/4	Discussion Group “Creating Fun at Work”

New Toolkits From SHRM

- Expanding the HR Department
- Generations Toolkit
- Greening Your Workplace Toolkit
- I-9 Form and Illegal Workers Toolkit
- International Anti-Discrimination Laws Toolkit
- Talent Management Toolkit
- Volunteers in the Workplace Toolkit

www.shrm.org/hrtools/toolkits_published 

August Chapter Dinner Meeting

Wednesday, August 20, 2008

“A Positive Approach to Employee Engagement:
Using Appreciative Inquiry to Generate Ownership for
Increased Performance”

Presented by:

Michael J. Feinson, Innovation Partners International

Gallup and Towers-Perrin research shows that approximately 70% of employees are not engaged. In other words, only about a third of your workforce feels connected to the business and is stepping up to help it succeed. Organizations have traditionally looked to improve business performance and increase employee engagement and retention by pinpointing problems. Today there's a growing revolution that provides a more effective approach, focusing on strengths. Engagement, retention, and performance increase when organizations use systems that build on what's working well and help employees apply their strengths, rather than focusing on improving their weaknesses. This session will introduce a strength-based approach to change called Appreciative Inquiry that organizations have used effectively to compete, perform better and win in the war for talent.

As a result of this program participants will:

- Understand why studying what works creates faster results and higher levels of employee engagement than traditional performance improvement approaches
- Gain an understanding of Appreciative Inquiry
- Identify immediate actions they can take to increase employee engagement and retention

Read more and register online at

www.dullesshrm.org/flyers/current.htm**August Meeting Sponsor**

We'd like to welcome our **August Silver Sponsor doctokr**. Based in Vienna, VA, **doctokr** is an innovative approach to the practice of medicine that integrates tried-and-true medical practices with modern telemedicine practices. This approach helps businesses boost their bottom line by keeping their employees healthy and on the job—and out of a doctor's waiting room. At the heart of the **doctokr** practice is the focus on establishing a personalized relationship between the doctor and the patient. This means that the doctor answers patient calls immediately, 24 hours a day, 7 days a week, 365 days year. Consequently, patients get immediate access to primary care, ensuring that they stay healthy. **doctokr** solves over 50% of its patients care issues by telemedicine (phone and email consultations). For the utmost in patient convenience, **doctokr** offers same-day, no-wait office visits and house/workplace calls when needed. Finally, **doctokr** is affordable. The practice was founded in 2002 by Dr. Alan Dappen, was one of seven medical practices invited to Harvard's Interfaculty Program's Primary Care Innovators Roundtable and was named Entrepreneur of the Year in 2007 by the Vienna Tysons Chamber. For more information, please go to www.doctokr.com or call (703)216-6059.


 The logo for doctokr features the word "doctokr" in a stylized font. The "doct" is in blue, the "o" is a red circle with a white plus sign inside, and the "kr" is in red.
August Community Speaker

Our Community Speaker this month is Steven W. Nissen, Operation Job Match Program Director of the National Multiple Sclerosis Society - National Capital Chapter.

Operation Job Match (OJM), the Chapter's employment initiative, serves people who live with MS as well as people who live with other adult-onset physical disabilities. The objective of OJM is to enable people with disabilities to make career decisions based on accurate information. Visit www.msandyou.org/ojm for more information.


 A red banner with the text "GET OUT THE VOTE" in white, bold, capital letters.
www.shrm.org/advocacy/gotv/

September Chapter Dinner Meeting

Wednesday, September 17, 2008

“Conducting Investigations and Detecting Deception”

Presented by:

Misti Mukherjee, Jackson Lewis LLP

HR Professionals are increasingly relied upon to investigate complex charges of harassment and other employee misconduct. These investigations, which often afford little or no lead time, are difficult exercises in deception detection, complicated by challenging interpersonal dynamics and the ever-present threat of litigation. In this session, an experienced employment lawyer will outline the anatomy of an effective investigative protocol and identify real-life techniques used to distinguish truth from deception. This program will educate the HR professional about how to design, control and understand the elements of an effective investigative plan and process, documents to create and maintain, and best practices for achieving a fair outcome.

THE UN-COMFORT ZONE*Continued from page 2*

cost may be, we shall fight on the beaches... in the fields and in the streets... we shall never surrender."

Many of us give up too soon because we set limits on our goals. Achieving a goal begins with determination. Then it's just a matter of our giving them attention and energy.

When Jeanne Louise was 92 years old, attorney François Raffray, age 47, offered to pay her \$500 per month (a fortune in 1967) for the rest of her life, if she would leave her house to him in her will. According to the actuarial tables it was a great deal. Here was an heir-less woman who had survived her husband, children, and grandchildren. A woman who was just biding her time with nothing to live for. That is until Raffray came along and offered up the "sucker- bet" that she would soon die. It was motivation enough for Jeanne, who was determined to beat the lawyer. Thirty years later, Raffray became the "sucker" when he passed away first at age 77.

When asked about this by the press, Calment simply said, "In life, one sometimes make bad deals." Having met her goal, Jeanne passed away five months later. But on her way to this end, she achieved something else: at 122 years old, she became the oldest person to have ever lived.

In future articles we'll examine further the ways in which motivation works. How to motivate ourselves, our employees, customers, volunteers, friends, loved ones and children. I would like to get your feedback on which of these areas of motivation are of most interest to you. I'd also like to hear your stories of how you may have overcome adversity and what pushed you to go the distance. Please email me with your suggestions and stories.

Robert Evans Wilson, Jr. is a motivational speaker and humorist. He works with companies that want to be more competitive and with people who want to think like innovators. For more information on Robert's programs please visit www.jumpstartyourmeeting.com.

**September Discussion Group**

Thursday, September 4, 2008

“Effective Meeting Management”

Is your work day comprised of a series of endless meetings? Worst yet, were they productive or even necessary to begin with? Ineffectively run meetings are expensive drains on your resources and can cost your company hundreds of thousands of dollars each year. Please join us to share your ideas and learn new techniques for managing meetings more effectively.

In preparation for this discussion, please reflect on the following questions:

- What are your secrets for efficiency?
- What is the value of meetings with clearly defined objectives?
- How do you prepare for meetings?
- What techniques do you use to keep meetings moving forward?

Come join the discussion as Robyn Rickenbach, President, Springboard International, leads a dialogue around this topic. Robyn acts as a catalyst to enable organizations to define and then execute on critical business initiatives and develop high-performing, aligned teams. We have all been exposed to this situation on many occasions, so consider this an opportunity to learn from other professionals and share your experiences. You are welcome to extend an invitation to interested colleagues.

No fee is charged for attending. However, registration is required on-line, at least 24 hours in advance, via the Dulles SHRM web site at www.dulleshrm.org/special_interest_group_reg.asp. If you have questions, contact Janet Geib at 703-303-4427 or discussion@dulleshrm.org. Participation is limited to the first 25 people who sign up.

Recession: Danger and Opportunities for Your Business

September 19-20, 2008

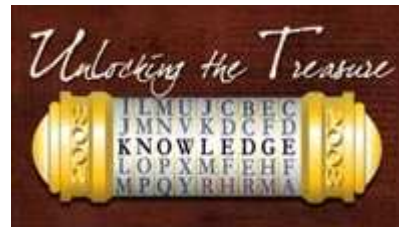
In response to member feedback the Dulles Chapter of SHRM would like to offer our members an opportunity to increase your business savvy and help your organization cope constructively with the economic downturn. We have contracted with Cornell University: ILR School to conduct a workshop September 19-20 entitled: *Recession: Danger and Opportunities for Your Business*. The workshop will begin on Friday at noon and end on Saturday at 2 pm, and we are working to get this workshop HRCI certified. The program will emphasize "learning that matters on Monday" and will offer useful tools for you to take back to your organizations.

The agenda will include:

- Remarks on the Economy: Root causes, recent events, short-term possibilities and likely effects of the American presidential election;
- "Strategy: A Way out? or a Cage?" Is this Recession a time for Re-tuning? Retrenchment? or Re-strategizing?
- "Tents and the Problem with Palaces" Your Organization's Design; Does it work for these times?
- "I Wonder What the Boss is Doing?" Communications and creating a shared sense of urgency (without terrifying everyone);
- "The Vital Few: Your key processes and the perils of a "share the pain" approach"
- "Leadership for Recessionary Times: The 'Wrong Stuff'"
- The "So What?" for Monday: What you can, and should, do with what you've heard.
- Staff Panel/Q&A

The staff group will be headed by Gene Boccialetti, Ph.D., the Director of MDHRM programs at Cornell's conference center in New York City, (www.ilr.cornell.edu/mgmtprog) and will include an exciting group of world-class practitioner/consultants who have the "real world" experience and orientation that will make the program one you won't want to miss. Specific information will be sent out in the next few weeks, but Enrollment will be limited!

Virginia State SHRM Conference 10/22-24/2008



A spectacular Virginia State SHRM Conference is in the works. This is one event you won't want to miss.

This year's theme—*Unlocking the Treasure*—is all about uncovering the potential of our most valuable resource, talented people. Register today at www.rhrma.org.

Our dynamic guest speakers will deliver invaluable gems of knowledge. This is *just a sampling*:

- Learn all about "Using the Treasure of the Past to Shape the Future" as told by keynote speaker Nikki Giovanni—one of Oprah's 25 "Living Legends."
- Hear why "You are a GEM"—it's true!—with keynote speaker Pegine Echevarria who is back by popular demand and always delivers her motivational messages with a touch of comic genius.
- Get an invaluable education about "Guarding the Treasure" at the Jackson Lewis FLSA and FMLA Master Class taught by David Nagle and team.
- "Bully-Proofing Your Workplace" is always a good thing and Valerie Cade, known worldwide for her heartfelt lectures, is the perfect person to show you how. Valerie holds the highest designation for worldwide speaking excellence.
- Larry Johnson will show you "How to Stop Difficult People from Sucking the Life Out of Your Organization" with down-to-earth, humor-packed candor. See why Larry has been invited to inspire more than 2,500 audiences.
- Never get stuck in "Quicksand" again, with Carol Barber showing you how to stop gaps in your online recruitment process that might be sinking your hiring results.

Prepare for a journey that will enhance your professional skills and revitalize your outlook. Register or find more information about being a sponsor, exhibitor, or participant at www.rhrma.org.

The Business Benefits Group Presents:

COBRA Compliance Seminar

Thursday August 21st, 2008

Registration: 8:00 a.m.

Seminar Time: 8:30 a.m. to 1:30 p.m.

Continental Breakfast and Lunch will be provided

Seminar Cost: \$49.00

Waterford Receptions –Fair Oaks

12025 Lee Jackson Memorial Highway

Fairfax, VA 22030

Register at www.bbghr.com/seminar_register.php by August 12, 2008

Limited Space Available!

You are NOT expected to be a COBRA expert. But your company is expected to be COBRA compliant! If you can't answer yes to these questions, your company is not COBRA compliant and could be fined for every day that you are out of compliance.

Does your company...

- Have a written COBRA Procedures Manual
- Have all 14 written notifications for participants on file?
- Have written documentation of each notice sent?
- Have documentation of all oral and written communications with Qualified Beneficiaries?
- Have proof of COBRA Training?

Seminar attendees receive:

- A 100+ page COBRA reference manual
- CE or HRCI credits
- Proof of COBRA training (TAMRA requirement)

Answers to COBRA questions by a team of COBRA Certified Professionals FREE for six months!

Seminar topics include:

- COBRA qualifying and terminating events
- Proper notifications and time frames
- The foundation of a compliance program

Whether you are doing your own COBRA or outsource it, you need to be informed.

CE Credits - Continuing Education credits are available in most states for insurance professionals. This course is approved for up to 4 CE credits.

HR Certification—This program has been approved for 3.25 recertification credit hours toward PHR and SPHR recertification through the Human Resource Certification Institute. For more information about certification or recertification, please visit the HRCI homepage at www.hrci.org

Administrative Policies: Substitutions may be made. Cancellations are subject to a fee. Participants unable to attend will receive materials available for pick-up at the Business Benefits Group Office. For information regarding administrative policies such as complaint and refund, contact us at 703.385.7200 x121. All material is protected by copyright. Video and audio recorders are prohibited.

Register at www.bbghr.com/seminar_register.php

Attention all Workforce Development Professionals!

Don't miss this meeting
Commonwealth Workforce Network Meeting
Monday, August 18, 2008
10:00 am - 12:30pm

"Traumatic Brain Injury Services and Education"

Presented by: Sheli Sotiropoulos, DRS Vocational Rehabilitation Counselor

- Types of Injury
- Signs and Symptoms
- Employment Strategies
- Accommodating Employees with Traumatic Brain Injury
- And much more

Location: Old Dominion University
21335 Signal Hill Rd, Sterling, VA 20164
703-948-2750

Please RSVP to evelyn.kaiser@drs.virginia.gov
by August 11, 2008

No Cost to attend meetings

Feel free to pass this message along to other Workforce Development Professionals who may be interested in attending.

Questions? Contact:

Evelyn Kaiser

Business Development Mgr, Northern Virginia Region
Virginia Department of Rehabilitative Services
703-277-3511
evelyn.kaiser@drs.virginia.gov

SHRM Online: HR Career Mapping Guide

- Interactive Career Mapping Tool to plan your HR career.
- Evaluate your current role, identify the next possible career step, and determine how to reach the goal.
- Familiarizes you with the education, skills and competencies necessary for various HR positions.
- Assess where you are today, where you should realistically expect to head next, and how to get there.
- www.shrm.org/hrcareerguide



**2008 Nonprofit Human Resources Conference:
Advancing Mission Through People**
September 28-29, 2008, Washington, DC

The 2008 Nonprofit Human Resources Conference is the first of a series of planned annual events designed to bring together nonprofit human resources practitioners, executives, thought leaders, and researchers to not only discuss human resources issues of critical importance to the nonprofit sector, but also to identify resources – human, financial, and programmatic – that will advance the missions and organizational effectiveness of individual organizations and position the sector more effectively for the future.

This two-day event will bring together a diverse group of nonprofit organizations for 20 educational sessions, conducted by experienced practitioners and nationally recognized experts in the field of human resources, and will focus critical human resources issues in the following four areas:

- Succession Planning/Leadership Development
- Staffing, Recruitment and Retention
- Total Rewards (Benefits and Compensation)
- Legal Compliance/Risk Management

Senior executives from organizations including the Society for Human Resource Management, AARP, Girl Scouts of the USA, Teach for America, The Urban Institute, The Johns Hopkins University, and New York University are among the conference speakers. Throughout the event attendees will share best practices about key human resources and workforce development issues affecting nonprofit organizations -- from a perspective unique to nonprofits.

For more information about this event including registration information, please visit www.nonprofithr.com/ConferenceOverview.html, email hrconference@nonprofithr.com or call 202.785.2060.

Are you  ?

Dulles SHRM has created a networking group on LinkedIn.com, the online network of more than 20 million experienced professionals from around the world, representing 150 industries. If you have a profile, you can join our group at www.linkedin.com/e/gis/128620/419E9B470410.



Ultimate Software invites you to be their guest at
The Most Important HR Summit of the Year

The most important HR event of 2008 is now coming to a city near you! The complimentary Interactive HR Workshop, hosted by Ultimate Software, that hundreds of HR professionals across the country have been talking about will be held in the Washington, DC metro area on **September 9, 2008**.

Join your peers for this exclusive, complimentary HR event at the Gaylord National Resort & Convention Center, just 8 miles south of DC in the new city of National Harbor, MD, and hear speakers from leading companies including Forrester Research, XM Satellite Radio, and Provident Bank share practical tips for HR executives on today's hottest topics, like:

- Recruitment and retention
- Performance management
- Compliance risks
- Training programs
- Controlling health care costs and improving employee wellness
- Exciting trends in talent management, and more

PLUS — attendees will receive 5.0 credit hours toward SPHR, PHR, and GPHR recertification through HRCI and 6.0 recertification credit hours through the American Payroll Association.

Hundreds of HR professionals have attended this complimentary, strategic HR workshop series in other cities and the reviews are unanimous—this conference is the HR event you don't want to miss! Here is what some of the attendees have said:

"Fantastic speakers, very engaged and leaders in their field, very relevant info to what is going on today in the HR field."

-- Maria Garate, PHR, HR Manager and Group Trainer, Target Corp.

"The HR conference in Dallas was the best conference I have ever been to."

-- Jean Neumann, Assistant Vice President, Southwest Business Corp.

"Beyond belief! Great job! The best info seminar ever! Loved it!"

-- Nadine Renee Riggs, Special Project Manager, HR, Federal Management Systems, Inc.

"This was one of the best workshops I've ever attended in my 17 years of HR."

-- Gina R. Davis, HR Manager, ARGYLE Solutions, Inc.

To register now or to view the agenda, go to www.ultimatesoftware.com/DC-Dulles.

There is no charge to attend.

Managing Smart: Teaching Line Managers How to Supervise

When members find out about *Managing Smart*, it quickly becomes one of their favorite resources! If your department is responsible for your company newsletter or if you share articles with managers or supervisors on HR or general management issues, then *Managing Smart* is for YOU! *Managing Smart* is an online quarterly newsletter with articles about general management issues that you can use for your own company's newsletter! It's free! You can use the entire newsletter with your company logo! There are great articles that you can share with your supervisors. Past issues are archived, so you can use articles from any year since it started in 2000. Article topics deal with things like dealing with problem employees, performance management, interviewing, managing stress, wage and hour regulations, motivating

employees, diversity, retention, and much more.

Managing Smart is a unique service available to members of SHRM. Every quarter, a new collection of articles is provided that can help your company's line managers supervise their staffs effectively—and legally. Best of all, as a member of SHRM, you are authorized to distribute copies, excerpts, or e-mails of the newsletter for educational purposes internally within your organization. Each document is also available in MS-Word, which you can download and drop into your company newsletter. Read more about *Managing Smart* at www.shrm.org/managingsmart.

To access this service on behalf of your company, you must be a member of SHRM. If you are not a member, and would like to learn more about the benefits of SHRM, please visit our membership information section at www.shrm.org/join.



Creating Wellness invites you to
Increase Your Bottom Line With True Wellness

With special guest speaker Deb Cassera, President of Creating Wellness Alliance

When: Tuesday September 24, 2008

Where: Sheraton Tyson's Premiere

8661 Leesburg Pike

Vienna, Virginia 22182

Time: 12: 00 PM – 2:00 PM

Cost: \$50.00 (Includes lunch, materials)

Creating Wellness would like to invite you to take advantage of this terrific opportunity towards learning how to save your organization a significant amount of money, and save your bottom line by introducing health and wellness in the workplace. Our clients' have experienced a savings of \$3 - \$6 for every \$1 invested in wellness. You will walk away with immediate solutions to manage your stress for a healthier lifestyle. You could experience:

- Reduction in healthcare cost 20 – 55%
- Increase in productivity and production by as much as 28%
- Decrease in short term sick leave by 32%
- Drop in work comp and disability as much 30%

Seminar Highlights:

Discover how you can succeed where so many programs fail. Learn an effective approach to health management and prevention including: assessment, targeting, intervention, tracking, and outcomes.

You will learn and understand the clear association between health risks and health care costs. We will give you solutions to manage current risks and how to prevent future risk development, which ultimately affects your insurance premiums.

We will help you to introduce and maintain a wellness culture in your corporation creating happier, healthier, and more productive employee-qualities, which ultimately help determine the success of your business.

Learn how to custom create a wellness program that addresses your company's specific needs, goals, sizes, and budget.

Check out our website at
www.creatingwellness.com/get-started.html

Call for Submissions

Continued from front page

you have, we want to know about it. Write it up and let your fellow chapter members benefit from your experience (good or bad).

Humor and anecdotes are welcome, too. You've all seen the list of top ten résumé blunders. What have you seen in your years in HR? If you've been in the chapter a while, do you have any great stories to share with the newer members? Oh—and is anyone a photographer? It would be great to have pictures of our events.

Well, you get the idea. With all of the experience and expertise among our members, we can have a real top notch newsletter. But not one person can do it alone. So dust off your keyboard, type up your submission, and email it to Christopher J Schäffer, PHR, Director of Communications, at cj.schaffer@dulleshrm.org. We look forward to reading your submissions.

Thank you,

Christopher J Schäffer, PHR



What's New at www.dulleshrm.org?

The newest page of the chapter Web site is a master calendar. It has all of our events, local and national SHRM events, and other local HR events. The descriptions have links to the relevant Web site where you can register or learn more about the event. It's still a work in progress, so it should get better as we go forward. Eventually all chapter events will have a button to add that event to your google, yahoo, or outlook calendars. Watch for that soon! In the meantime, if you know of a local HR event that our members might enjoy, please send it to calendar@dulleshrm.org. Dulles SHRM reserves the right to evaluate events for relevance to our membership.

As mentioned earlier in the newsletter, we'll be expanding the "community" section of the Web site to include such things as companies looking to donate items to schools or non-profits. Thank you to Wistaria Krigger of Greenblum & Bernstein, P.L.C. for that great idea! It'll also be a good place for volunteer opportunities and other outreach activities.

Please send all of your Web site suggestions to me at cj.schaffer@dulleshrm.org.

Christopher J Schäffer, PHR



2008 Dulles SHRM Board of Directors

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This newsletter is published the first Wednesday of every month by Dulles SHRM, the Dulles Corridor's Human Resource Professional Organization.

Christopher J Schäffer, PHR — Communications Director
Sarah Cower, PHR — President

Deadline for the September 2008 issue is August 27, 2008, for publication on September 3, 2008. Email submissions to cj.schaffer@dullesshrm.org.



2007 SHRM **SUPERIOR MERIT AWARD**
CHAPTER