



**OREGON EMPLOYER COUNCIL  
ANNUAL STATE CONFERENCE FOR BUSINESS**

*Future's So Bright*

**Riverhouse Resort & Conference Center, Bend**

**Agenda & Course Descriptions**

*Subject to change*

**Sunday, May 4**

- 11 a.m. Putting golf tournament at The Rivers Edge putting course sponsored by The Riverhouse. \$20 buys you great fun for all skill or non-skill levels. Perfect way to meet fun-loving colleagues before the conference starts. Try to get the lowest score on the 18-hole putting green tournament. All you have to do is get the little white ball in the little hole. Prizes for lowest two scores and the highest score (ouch). Tournament will last until all players have hit all 18 putting holes and will take about one or two hours, including the lavish awards ceremony (kidding). Snacks and beverages provided.
- 2 to 4 p.m. OEC board meeting – all are welcome to attend. Second quarter board business will be conducted, including local council reports...come hear about all the wonderful contributions OEC councils make in your community.
- 5 to 7 p.m. Reception – come pick up your registration packet and join us for light refreshments on the deck overlooking the Deschutes River. No host bar. After the reception, enjoy dinner at one of Bend's many good restaurants, including Crossings at The Riverhouse.

**Monday, May 5**

- Breakfast speaker **Greg Bell**, *Bring your spirit to work* sponsored by Schwabe, Williamson & Wyatt  
Wherever you are in the structure of an organization, bringing your spirit to work can revolutionize your day-to-day experience. Your spirit holds the key to de-stressing situations and helps you find strategic solutions to difficult problems. Your spirit can even help you turn interactions with frustrating co-workers or difficult customers into positive experiences, empowering you to be creative and act in accordance with your personal values. The workplace is a community -- one person's attitude can have a profound effect on the whole. The answers are already inside you. Learn what bamboo farmers, the ancient story of Sisyphus, and even your family dog can teach you in this humorous, hands-on presentation.
- Breakout sessions **Greg Bell**, *Communication in a Diverse Environment* - How do you put people first and respect cultural differences while still focusing on the bottom line? Take a group of people with no common culture and turn them into a functioning team?  
This session covers Greg's four-stage model for creating effective relationships and a more inclusive culture. Universally applicable, straightforward and practical, participants will learn an approach to personal and organizational communication, relationships and inclusion. The presentation is engaging and provides a principled way of working that preserves everyone's integrity.
- Katie Tank**, *Immigration Update & Legal Compliance* – Popular and knowledgeable attorney will bring you up-to-speed on this important and current topic that is on the minds of Oregon's employers. It is more critical than ever to have an understanding of what is expected of employers. Protect yourself and your business.

**Deborah Jeffries**, *Interview Techniques for Great Hires* - Hiring employees is expensive. It takes time, money and frequently disrupts company operations. It is especially frustrating when you have to repeat your efforts. This workshop is designed to help employers avoid the wear and tear of having to hire, only to discover that the new employee can't or won't do the job. The workshop will cover:

- Prepare for interviewing so that you know what specific skills and traits you need;
- Screen applicants so that you only interview qualified people;
- Conduct an interview to determine basic work habits and fit to your organization;
- How to get valuable reference information; and
- How to tell people not hired "no."

A highly interactive session, filled with real-life success and horror stories. Come with your questions and be prepared for a fast-paced session!

**Judy Clark**, *Beyond Performance Appraisals* – According to a recent Wall Street Journal poll, 70% of all employees say they have never had a meaningful conversation about performance with their boss. Given all the time spent designing forms, reading business journals, and talking about performance evaluation, this is a most discouraging number. This lively session is designed to address issues that you have regarding the design and giving of performance appraisals. Participants will learn:

- Document performance during the whole review period;
- Use performance appraisal as a motivational tool;
- Give meaningful appraisals even when there is no advancement opportunity;
- Improve performance through the use of performance standards;
- Make performance appraisals a positive experience for supervisors and employees.

Through the use of humor, review of real situations, and demonstration of practical tips and techniques, this workshop is designed to give attendees the know-how and confidence to create and conduct highly effective evaluations.

Lunch speaker

**Joe Estey**, *Future by Design: Success in Your Organization* - The 21st century organization barely resembles the 20th century corporation--and employees must recognize and understand these differences to be successful within this new culture. In this interactive workshop, participants will:

- Learn the rules for success inside the organization
- Work for a cause not a career
- Own your position
- Make it easier to get a yes than a no
- Create a need and fill it
- Find your real boss--the customer you must satisfy
- Why people fear corporate America: fact or fiction?
- When to write your own pink slip
- Determine your most effective interpersonal style, and understand others

Breakout sessions

**Katie Tank** – *Do's and Don'ts of Discipline and Discharge* – Katie serves on the board of the host council, Central Oregon Employer Council, and is a talented presenter in the area of employment law. She has traveled to many of the local OEC councils, delivering her expert

training to business people all over Oregon. In this session, Katie provides a list and tips on how to effectively and legally discipline and discharge employees and stay out of court.

**Interview Techniques – repeat**

**Beyond Performance Appraisals – repeat**

**Joe Estey, *Business Ethics*** – It is impossible to read a daily paper or watch the evening news without a headline about corporate and personal unethical behavior. Many companies and individuals are in danger of being ignorantly unethical or maliciously compliant. Protecting yourself and your organization requires a firm foundation in ethical business practices and policies. Determine your organization's ethical profile, identify the pitfalls of situational ethics and learn to think generationally about your decisions.

Breakout sessions

**Katie Tank, *OFLA/FMLA Update*** – Learn what you should be doing to protect you business and employees. How do medical leave laws and disability and injured worker laws work together?

**Deborah Jeffries, *Catch Your Employees Doing Something Right*** - It is not a surprise to anyone that the job market has changed. There used to be an overabundance of people looking for work, but now with lower unemployment, employers are struggling to find and retain good employees. With the increase in the minimum wage some believe it will be it even harder for employers to compete for the best employees. Once these talented individuals are hired it is critical to recognize them.

- Increase productivity by recognizing and retaining your quality employees by:
- Identify employee motivation and making it work for you;
- Mentoring and strategic partnerships with employees;
- Build reward systems that are cost effective, exciting and motivational;
- Develop inexpensive and innovative options for employee recognition and;
- Make employee recognition an everyday practice for increased retention.

**Joe Estey, *Supervisor 101*** - Organizations select supervisors usually one of three ways:

- The individual is an above average worker and therefore must be a candidate for promotion.
- The individual aspires to be a supervisor as part of a career path.
- The individual is asked to fill in for an indefinite period of time and no one relieves them.

New supervisors face the shocking reality that few organizations prepare and train anyone to assume this responsibility. What makes for a good employee rarely makes for a great supervisor. Supervision requires a unique skills set that must be developed beyond the skills necessary to do the job or function being supervised. In this interactive workshop, participants will:

- Discuss the communication skills required of an effective supervisor.
- Understand the roles and responsibilities to link the organization's needs to the skills, talents and motivations of the supervised employee.
- Complete and discuss the Supervisory Skills Inventory to determine current supervisory strengths and areas requiring improvement.
- Demonstrate a working knowledge of supervisory skills through industry case scenarios and what the appropriate supervisory response should be.

- Understand principles and techniques for challenging unproductive and unsafe work place habits and underlying at-risk attitudes.
- Learn to develop effective assertiveness skills to deal with difficult people

**Judy Clark**, *What You Don't Know Can Hurt You: Avoid Common Risks* – This session uncovers the typical trouble spots for employers in the areas of employment, performance harassment, discipline, discriminations and terminations.

Evening

**Denim and Diamonds** - Networking reception, auction and awards banquet  
Join us for lively bidding and friendly conversation after a long day of education. Wear your best combination of denim and diamonds, with a prize for the best depiction of our theme. After the auction, which benefits OEC (a 30 year-old nonprofit), we'll enjoy a festive and delicious Cinco de Mayo meal and celebrate with some well-earned awards.

## Tuesday, May 6

Breakfast speaker

**Tom Potiowsky**, *An economic snapshot of Oregon with the state economist* – Wow, what is really going on with Oregon's economy and what can we expect in the near future for our business and ourselves? Get the scoop from Oregon chief economist in this brief overview.

**Paul Spindel**, *Demonstrating Courage* - Explore and examine values and boundaries that affect your decision-making: your perspective, others' perspectives, and your organizations' perspective. Through exercises, case studies and dialogue, you will:

- Identify and define your values.
- Prioritize your values.
- Identify boundaries.
- Work on your coaching style, values violations and irreconcilable differences.

Breakout sessions

**Paul Spindel**, *Are You Managing Your Business Better Than Your Life?* - Too often we are so focused on our business life that we neglect to take care of ourselves. In doing so, we get to a place where we are unable to take care of our business. Focus on some key areas we can use to get our lives in balance so we'll be better able to take care of the challenges we face in both our personal and business lives. Thought provoking and fun, you'll learn:

- Taking care of yourself
- Handling the paradox of control
- Identifying values, mission, and boundaries
- Learning to speak your truth
- Handling change
- Learning to just say 'no'

**Katie Tank**, *Wage & Hour Basics and Biggest Mistakes* – Your obligation as an employer and the biggest mistakes employers make, and how to avoid them. Take advantage of this opportunity to have your questions answered by a respected employment law attorney.

**Panel**, *What You Need to Know About Hiring a Hero* – Bless the men and women who are serving our country all over the world. Attend this session and gain a better understanding of the challenges they face in the workplace before, during and after their service. A blue ribbon panel including a leading employer, and veterans services reps discuss what employers can do to support our soldiers. Learn about the many government programs available to employers.

**Panel, Oregon's economic update with Tom Potiowsky and Art Ayre – Interesting Economic Times.** You could not be in more knowledgeable company than Art and Tom when it comes to why we are where we are (economically speaking) and where we are headed. These brilliant minds break it down for you and arm you with solid information that can help you plan for the future. Art and Tom are OEC favorites because of their deep understanding and interesting delivery. Numbers boring? Not with these two!

Lunch speaker

**Leigh Anne Jasheway-Bryant, *See the Positive, Be the Positive Ingredients for Living a Healthier, Happier Life*** - Life is not always fun. It's not always fair. And it usually doesn't go anything like we have planned. Wouldn't it be great if you could find joy, be optimistic, and laugh anyway? Well you can and you should! Studies show that people who are joyful, optimistic, and have a good sense of humor not only feel better about their lives, they live longer, healthier lives. Simple tips like changing your environment to making optimistic friends, from taking lessons from small children and dogs to replacing a negative life philosophy. Leigh Anne ends our conference on a high note.

Exhibits throughout the conference sponsored by Barrett Business Services, Inc. \* BBSI  
Presented with the help of a generous education grant from Bank of the Cascades

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