November Program

Fire Without Fear:
*What Every Manager Needs to Know*

Thursday, November 10th, 2011
1 PM – 2 PM Webinar
The Drake
Come and enjoy our Dessert Bar during the Program!

If you read the headlines, you’d think employers can’t fire people without getting sued, that greedy attorneys and “entitlement minded” employees have supervisors held hostage. But if you read the details behind most lawsuits, you’d see most of them could have been avoided if supervisors had said and done the right things.

Participants in this session will learn:

- The two questions supervisors can ask to reveal an employee’s true motivations
- How to discipline and fire for “attitude”.
- When making an exception is a good idea.
- How to think like an “outsider” thinks.
- How to manage your mouth – what to say and what not to say!
- How supervisors get tripped up in dozens of real legal cases
- How to navigate a series of “situational management” hypothetical’s.

**COST:** FREE to NESD SHRM Plus Members
$10.00 to NESD SHRM Members
$20.00 to Non NESD SHRM Members

To RSVP for this seminar please visit [http://nesd.shrm.org](http://nesd.shrm.org)
Under the “Events/Education” tab
From the President
~ By Sheila Mennenga

2011 is almost in the history books and that means that this is my last newsletter. I now confidently turn the reigns over to Laurie Gates, President-Elect, so she can introduce herself and tell you what’s in store for 2012!

There may be a few of you still around who remember that I was the NESD SHRM Chapter President in 2001...10 years ago. There were two monumental events that happened during my 2001 NESD SHRM chapter presidency...9/11 and the birth of our youngest son (for those of you who don't know me well...the latter was a complete surprise and miracle!). Although neither event was directly related to my NESD SHRM Chapter Presidency, both events reaffirmed the importance of friendships and supporting those in need during difficult and challenging times.

Fortunately, my tenure as chapter President in 2011 has been less eventful than 10 years ago, but the support received by the board and chapter was no less significant. Through the efforts of the chapter board and many other chapter members, NESD SHRM has accomplished a great deal in 2011, including:

- Implemented a newly designed website
- Completed the 2011 Benefits and Compensation Survey
- Provided over $1,500 in scholarships and donations
- Offered nine quality programs to advance HR knowledge and skills
- Increased membership:
  - Chapter Members - 30%
  - National Members - 68%
  - Member Retention - 83%

As an affiliate chapter of the national SHRM organization, we have many challenges ahead of us in the next few years, but I am confident that we have leaders in place who will work diligently to maintain our national affiliation and provide superior service to our members.

Thank you, NESD SHRM, for a successful year and for your continued support of this organization!

Chapter News & Notes:

- It’s time to renew your NESD SHRM Membership! Go online to our website, [http://nesd.shrm.org](http://nesd.shrm.org) and check “Member Info” to find our 2012 Membership Renewal Form. Please note that we’ll be keeping membership rates the same for 2012!

- Volunteers from our chapter will be packing food for the PACH program on Tuesday, November 8th. The PACH (People Against Child Hunger) program provides complimentary snacks and meals to students who may need an additional food resource over weekends during the school year. Any child in grades K – 8 enrolled in the Watertown Public School District may participate in PACH. There are currently over 150 children who are taking part in this program.

- The NESD SHRM Chapter will be hosting the 2013 SHRM State Conference. If you would like to get involved in the planning of this event, please contact our conference co-chairs Sheila Mennenga [smennenga@watertownmu.com](mailto:smennenga@watertownmu.com) or Laurie Gates, [lgates@escomfg.com](mailto:lgates@escomfg.com). Thank you!

[http://nesd.shrm.org](http://nesd.shrm.org)
The October, 2011 NESD SHRM Board meeting was held Tuesday, October 24th, 2011, at Past Times. The meeting was called to order by President Sheila Mennenga. All members were present except Julie Plunkett, Julie Hibbert, Paige Sullivan, Bobbie Helwig and Traci Stein. Motion was requested to approve the September 2011 Meeting Minutes with no corrections or additions. Motion so moved by Bonnie Friske, seconded by Tammy Davis. All Yea’s and no Nay’s. Motion carried.

**Member Reports**

**Past President Report:** No report.

**President Elect Report:** Laurie Gates reported that she will be attending the National SHRM Leadership Conference in Washington, D.C. November 17 - 19.

**Treasurer Report:** Theresa Tesch reported on September financials. Fund balance is $12,087.20.

**Membership Report:** No report.

**SHRM Foundation Representative Report:** Charlotte Gamber reported that she has accepted a position as a recruiter in Sioux Falls. She will finish out her term on the board, by proxy. We would like to thank Charlotte for her commitment to the board in 2011 and wish her the best of luck in her new venture!

**Diversity Advocate Report:** Laurie Gates reported on the Diversity Event in Julie Plunkett’s absence. The event is scheduled for March 23rd and 24th. They are hoping to have a regular SHRM program on Friday the 23rd, with a catered dinner and Chuck Sherman as keynote speaker. They are hoping that Chuck will broaden his topic from “post traumatic stress” to “dealing with stress disorders in the work place”. We will have several booths set up on Saturday, the 24th, along with keynote speakers.

**Government Affairs Representative Report:** No report.

**Workforce Readiness Advocate Report:** No report.

**Certification Representative Report:** In Julie Hibbert’s absence, Sheila Mennenga reported that the testing window for certification is December 2nd through January 31st. The late application deadline is November 11th.

**Co-Chairs of Programs Report:** Bonnie Friske handed out the survey results on the Drug and Alcohol Policy presentation given at the October SHRM meeting. We had very positive comments about the topic and presenters. The November program will be held Thursday, November 10th, from 1 – 2 pm, entitled “Fire Without Fear: What Every Manager Needs to Know.” There will be a dessert bar. They are also working on a holiday social to be held in December – date and time to be determined.

**Secretary Report:** No Report
Old Business:

D & O Insurance – Sheila reported that the State Conference is covered under state council D & O insurance umbrella. After further discussion on risk (this had been discussed at a prior board meeting), board decided to forego the D & O Insurance.

Pinnacle Project Update – Chapter did not receive the Pinnacle Award.

Flood Relief – A check was sent last week for the chapter’s fund raising for flood relief.

PACH Program – The NESD SHRM Chapter has volunteered for the PACH Program on Tuesday, November 8th at 6:30 pm at the mall. We are still in need of additional volunteers.

SHRM National Chapter Study Update – no update.

New Business:

Program Location/Meals – discussion was held on where to hold our monthly SHRM programs for 2012. The board will continue reviewing in hopes of keeping costs down.

Membership Rates for 2012 – After discussion on pros and cons of raising the membership dues for 2012, Bonnie made a motion to keep the membership rates the same for 2012. Theresa seconded. All Yeas, no Nays. Motion carried.

Motion to adjourn was made by Steve Hauck, seconded by Charlotte Gamber. Meeting was adjourned.

Top 10 Human Resources Books
~ By Susan M. Heathfield, SHRM

1. Business: The Ultimate Resource
2. Human Resource Champions: The Next Agenda for Adding Value and
3. Delivering Results: A New Mandate for Human Resource Professionals
4. Tomorrow's HR Management: 48 Thought Leaders Call for Change
5. The Human Capital Edge: 21 People Management Practices ...
6. The HR Scorecard
7. The Human Resources Glossary: A Complete Desk Reference for HR
8. The ROI of Human Capital: Measuring the Economic Value ...
9. Planning and Managing Human Resources
10. Entrepreneur Magazine: Human Resources for Small Businesses

http://nesd.shrm.org
**Calendar**

Nov. 10 – Fire Without Fear
1:00 pm – 2:00 pm Drake

Dec. 13 - Holiday Social & 2012 NESD SHRM Board Elections
Time/location TBD

Jan. 10 – Employment Law Update
Time/location TBD

RSVP Programs: [http://nesd.shrm.org](http://nesd.shrm.org)

*Dates/Programs subject to change

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**Upcoming SHRM Conferences in 2011**

- **Work-Life Focus 2012 and Beyond** (presented in partnership with the Families & Work Institute); November 8-10; Washington, DC

- **SHRM Leadership Conference**; November 17-19; Arlington, VA

*For more information go to: [http://www.shrm.org/Conferences/Pages/default.aspx](http://www.shrm.org/Conferences/Pages/default.aspx)*

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**The Top 10 Reasons to join National SHRM**

1. 24/7 SHRM Info. Center
2. HR Magazine
3. HR News
4. TeleSHRM
5. HR Legal Report
6. MembershipNet
7. Annual Conference
8. Government Representation
9. Prodigy
10. Job Bank USA, Credit Card Services, Group Life, Rental Car & Subscription Discounts


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**SHRM Foundation News**

**SHRM Foundation News: Your Financial Support Makes A Difference!**

As you reflect on the many causes and organizations worthy of your charitable support, please consider giving back to your profession through a tax-deductible gift to the SHRM Foundation.

The SHRM Foundation provides comprehensive, research-based answers to your HR challenges through its support of research grants, scholarships, educational programs and practitioner resources.

With your financial support, the SHRM Foundation invests in the future and supports lifelong learning through its scholarship and awards programs. It supports researchers who bring us greater understanding of the complexities of HR, and creates materials to help practitioners understand and apply the new knowledge that research provides.

Help the SHRM Foundation provide a substantial and sustained investment in the future of HR. Donate today. Send your contribution to: SHRM Foundation, P.O. Box 79116, Baltimore, MD 21279-0116 or donate online ([www.shrm.org/foundation](http://www.shrm.org/foundation)). Thank you in advance for your support!

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**MISSION STATEMENT**

NESD SHRM Chapter’s purpose is to advance the Human Resource profession by providing educational opportunities, legislative updates, informational programs, and a network to facilitate ideas, as well as promoting and encouraging membership and professional development through participation in the National SHRM organization.

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[http://nesd.shrm.org](http://nesd.shrm.org)
Don’t Get Bogged Down in E-mail Swamp  
- by Celeste Blackburn

Tech expert David Micah Kaufman gives some suggestions for managing your e-mail without letting it rob you of too much time.

One of the biggest sources of time drain and frustration for workers is feeling the need to constantly check their e-mail and respond to it. E-mail itself, or managing it, has developed into a significant stumbling block for employees, perhaps of even demonic proportions. Efficiency expert David Allen comments in his book Getting Things Done: The Art of Stress-Free Productivity, “Because of the volume of discrete messages and the speed with which they show up, e-mail seems to be a unique demon, with a life of its own.”

The big issue is the constant barrage of e-mail messages. Many users take each message as it comes in and deal with it with some sort of response or action. That practice has increased the stress level of workers (consider the image of your brain as an overworked telephone operator), as they spend their time in an “e-mail loop,” the phenomenon of spending the entire day only responding to e-mail.

Allen suggests deconstructing the e-mail process to solve the problem. “As e-mail is simply an in-box, it needs to be emptied regularly to be maximally functional. ‘Empty’ does not mean finishing all the work embedded in your e-mails — it means making decisions about what each one means and organizing it accordingly.” He suggests developing a routine in which you delete, file, finish, or sort e-mails into “action-reminding folders,” so that “you’re left with an empty in-basket.” He contends that it “takes less effort to start every day or two from zero in your in-box than it does to maintain ‘amorphous blobs’ of accumulated and unorganized ‘stuff’ that must continually be re-read and re-assessed for what they mean.”

So before you can delete, file, finish, or sort e-mails you need to read them, right? Americans are likely, in general, checking e-mail too often. A Gallup poll found that 51 percent of work e-mail users “check it at least once an hour,” including 32 percent of users who say they check it “continuously.” Additionally, 33 percent of users responded that they check e-mail at work a couple times a day. Only 11 percent check their e-mail about once a day.

Many efficiency experts suggest spreading out peeks at your inbox over excruciatingly long periods of time. Personal development trainer Sid Savara suggests, “When it comes to e-mail, ignorance is bliss . . . Don’t check your e-mail. As soon as you get up, work on something important for 30-45 minutes, and only then check it. If you can stand it, wait even longer.” Time coach Elizabeth Grace Saunders recommends clearing out your inbox during the first 1-2 hours of the day. She does not look at her e-mail again for the remainder of the day.

Of course, managers can control the amount of time employees spend checking their e-mail accounts. If a worker’s supervisor usually expects a quick response from every e-mail, the employees are likely going to check continuously to not appear like they are slacking. Managers and employees should set ground rules for response time and abide by them.

Staying Current in HR 2011 Survey Results  
- by: Wendi Watt, HR Hero.com

Human resources and employment law information — like everything else — is available in multiple formats from multiple sources. So whom do HR pros trust to help them stay current on human resources and employment law issues and in what format? Each year we ask our readers to tell us about their favorite sources to turn to. Here are some of the results:

- Respondents use new technologies but still enjoy the person-to-person interaction of networking and live training. Live seminars, networking, online resources, SHRM or other HR meetings, websites, and webinars are the formats many respondents use.

- Topics respondents trained on most last year include the Americans with Disabilities Act (ADA), benefits, the Family and Medical Leave Act (FMLA), and new state or federal legislation or regulations.

- Online resources respondents recommend for staying current in HR include SHRM, government agencies, and websites like HRRHero and BLR.com.