

WORKSHOP DESCRIPTIONS

BUSINESS SOLUTIONS for GREATER PRODUCTIVITY – Patrick McGourty (Avery Business Solutions)

This workshop delivers timesaving tips, image-enhancing ideas, and cost-saving options. You will learn software and formatting solutions designed to help you put professional polish on your mailings in a few easy steps and make the most of your time.

ENERGY FLOW / YOGA – Beckie Dowd (First Grade Teacher)

Beckie is a first grade teacher at ILES. She has been practicing yoga since 1999 and began practicing meditation in 2005. She became a certified yoga instructor through the Dover Yoga Studio in 2008 and completed several intensive workshops at the Kripalu Center for Yoga and Health and Barre Insight Meditation Society. Beckie is in the process of becoming a certified ChildLight Yoga teacher. She teaches yoga for teachers and community members, and incorporates mindfulness and movement into her first grade classroom. Her compassionate teaching style integrates mindfulness, movement, and breath. Beckie enjoys teaching people practices that will help them to maintain balance and mindfulness in all aspects of their lives.

NOTE: participants will need to bring a yoga mat, light blanket, and pillow – and wear comfortable clothing

SOCIAL SECURITY – Kenneth Baron (Metropolitan Public Affairs Specialist)

Social Security plays a role in every individual's retirement strategy, but how well do you really understand how the program works and your level of eligibility? You will hear from Ken who has worked for the agency for over 28 years. He will be able to answer your questions about Social Security, and fill you in on facts you should know, such as:

- How your retirement benefits and those of a spouse are calculated
- Your eligibility for Full Retirement Benefits
- The choices you have regarding when to start receiving benefits
- How benefits are affected when a spouse dies
- Whether income you earn may reduce your Social Security benefits
- The possibility that some of your benefits may be subject to income tax
- The importance of your annual Social Security Statement
- How early can you qualify for Medicare?

These are just a few of the many topics that are likely to be part of a wide-ranging conversation about Social Security. This is an opportunity for you to hear directly from an expert and learn the answers to questions you may have. Living the retirement of your dreams is all about making smart choices. You are likely to make better decisions by being informed. This presentation will help you gain the knowledge you need to make sure you receive the level of Social Security benefits you've earned.

IT'S WHAT YOU SAY AND HOW YOU SAY IT! – Dr. Debra Peppers (Keynote Speaker)

The number one most 'costly' error in education, business, and even family, is miscommunication. Dr. Peppers presents proven strategies all can learn to make both the office and home more peaceful and productive. Because people process and impart information in different ways, we can learn tools to make life easier on everybody. Participants learn how to create rapport, nip conflict in the bud, deal effectively with different personality types, and model body language in a way that connects more profoundly with others. The benefit is gaining more confidence, being heard and understood, and more joy for the journey.

EXCEL – FORMULAS, TEMPLATES, TIPS, and TIMESAVERS – Connie Hyslop (Hyslop & Associates)

This workshop will include working with formulas, setting up links between worksheets, shortcuts, tips, and timesavers. Participants will learn to customize the Excel environment by creating custom lists that can be recalled using fill series; define and apply formulas using cell styles; set conditional formatting; create and modify worksheet templates; protect a workbook; and track changes.

NOTE: The instructor is prepared to cover both Excel 2003 and Excel 2007 in this session. Please specify your preference when registering for this workshop.

EXCEL – DATABASE FUNCTIONS - Connie Hyslop (Hyslop & Associates)

Another Excel workshop, during a different session...where participants will learn how to use Excel database features including: sorting information; using a list as a database; creating database function formulas; calculating automatic database subtotals or totals; and using the AutoFilter feature to locate specific records in a list. The presenter will also demonstrate how to use pivot tables to analyze and summarize information in a database list.

NOTE: The instructor is prepared to cover both Excel 2003 and Excel 2007 in this session. Please specify your preference when registering for this workshop.

NO SUCH THING AS A BAD KID – Charlie Applestein, MSW (Youth Care Specialist, Author, Composer)

Strength-based practice is an emerging approach to bringing out the best in people – particularly at-risk students. It is exceptionally positive and inspiring. This fun and upbeat workshop will introduce many of the key techniques and principles of this training method of human relating. Charlie trains and consults all over the United States as well as internationally with treatment facilities, foster care programs, parent groups, public and private schools, and mentoring programs. He has authored three youth care books that are widely used within the field, and he recently wrote and released an award-winning self-help CD for moms and dads.

EXPLORE YOUR TALENTS and LET YOUR LIGHT SHINE – Pam Posey, CEOE (NAEOP President)

It doesn't matter whether we have been in a dozen different office settings or worked for 30 plus years, we can all improve our skills, our attitudes, our work habits, and our communication skills. We also want to continue to explore the opportunities available to educational office professionals. This workshop is for the "beginning" educational office professional as well as the "seasoned" educational office professional.

BUILDING and MAINTAINING the HUMAN RESOURCE FUNCTION – Nick Manolis (Primex)

Human Resources is an evolving and dynamic field that challenges the ability of even the most seasoned professionals to keep abreast of policies, procedures, compliance requirements, and best practices. Let's start with some obvious points: 1) human resource related costs are the largest portion of your organization's budget; 2) human resources provide the greatest potential success and risk to your organization; 3) many organizations treat human resources as an after-thought, something they should be attentive to, but which in the crush of other business isn't a proactive priority. This program looks at what it takes to build and maintain a valuable and valued human resource function for your organization. You'll explore: the role of human resources; how to make human resources a relevant part of your organization; core policies your organization must have; human resource trends and opportunities of which you should be aware; and staffing the human resource function. You will hear from practitioners on the plusses and pitfalls the human resource function presents your organization. Whether you're a seasoned human resource pro, newcomer, or somewhere in between – and whether your organization's human resource function is mature, a patchwork of policies and procedures or non-existent – you'll come away from this program with information you can use when you get back to the office.

I4SEEDUCATION IN SYNC – Michael Cote (Program Specialist, NHDOE)

This session will provide school district i4see contacts and human resource personnel information on the latest module that has been developed as part of the new EIS System (Educator Information System). This module will allow districts to update the staffing and teacher assignment information that they are required to provide to the Department of Education. It will also be integrated with the i4see system for schools that submit their course assignments through i4see. This new EIS module will replace the existing PAF (Personal Action Form), provide new means to manage course (as well as students in those classes), and integrate other functions within the DOE. The PAF is the form that the school districts have submitted in past years to identify the staff employed in their schools/districts, as well as their major assignments. The new module will integrate with the i4see system to allow districts to upload the course information if they so choose.

FITNESS and NUTRITION 101 – Kristen Caisse (Health Management Representative, LGC)

This program reviews the benefits of exercise and identifies the components of fitness. It also incorporates simple steps for getting in shape as well as related nutrition and safety tips. Due to our increasingly busy lifestyles and today's "super-sized" food industry, Americans are consuming more calories than ever. This workshop covers nutritional basics and provides helpful tools and tips for incorporating proper nutrition into our daily lives. Topics covered include healthy snacking, food safety, interpreting food labels, and how to select lean cuts of red meat. Kristen has been in the Health and Wellness field for 15 years, having worked in commercial fitness, corporate fitness, as well as workplace wellness and health education.

CIVILITY, COURTESY and RESPECT – Nick Manolis (Primex)

Whatever happened to civility, courtesy, and respect? Consider the following...Civility, courtesy, and respect are declining in our workplaces. If you agree with this proposition and are wondering what it will take to build and maintain a workplace culture that is civil, courteous, and respectful...this program is a must. Based on the vital importance of civility, courtesy, and respect from both a personal and organizational perspective, this program focuses on: reasons for the decline; the price paid for courtesy and respect deficits; the foundation of positive personal, professional, and organizational character; and civility, courtesy, and respect as risk management tools. You'll leave this program with your eyes opened and with solid guidance on what it takes to make civility, courtesy, and respect come alive in your workplace.

DIGITAL IMAGING – Connie Hyslop (Hyslop and Associates)

Do you have a digital camera? You have learned how to take pictures and transfer the photos to your computer. But do you know how to enhance the image? This workshop will focus on editing photos and will provide step-by-step instructions on how to use Adobe PhotoShop Elements to edit an image – by adjusting brightness and contrast, removing red eye, cropping an image, using tools like the magnetic lasso, and removing elements of an image using the clone feature. The instructor will also demonstrate how to import images into other applications like Microsoft Word, Newsletters in Publisher, a PowerPoint presentation, or posting an image on a website.

NOTE: This workshop is a double session. To receive all the information for this topic, you will need to take both sessions.

RECORDS RETENTION – Mary Mayo (Office of Legislation, NHDOE)

This session will look at the tools and resources available to put together a records retention schedule. We will review relevant portions of the Secretary of State's *Archives Procedure Manual*, including the portion on storing electronic data. We will identify laws that affect the records you think you need to keep, and look at questions to ask in assisting in the decision-making process for records retention.

EDUCATION LAW UPDATE – John Teague (Upton & Hatfield, Attorneys-at-Law)

This workshop will include recent legislative and case law developments in the areas of:

- The “Right to Know” Law
- Family Education Rights and Privacy Act (FERPA)
- Special Education 504
- Residency and Homeless Students
- “No Child Left Behind”