



Leadership in Action

WEDNESDAY – THURSDAY

May 22-23, 2013

8:30 a.m. – 4:30 p.m.

NO CHARGE for this training



Leadership Motivation and Development:

Serving, Communicating and Coaching for Success

From the most basic supervisory tools to the secrets of success of great leadership visionaries, we must always remember our most basic charge – to help people feel safe about following you to a place they wouldn't ordinarily go by themselves. This presentation provides both knowledge and offers some practical skills of leading others, regardless of one's current leadership role or position.



About the Presenter

Mark Warren is the Training Coordinator and Consultant with the Texas Association of Counties in his hometown of Austin, Texas. He assists the Association with the vision, development and delivery of training for both the internal and external customers of Texas county government. Just since 2007, Mark has traveled more than 73,000 miles across Texas and the United States delivering a training message of inspiration, motivation and new direction. His presentations revolve around leadership, interpersonal communication and relationship skills, workplace diversity and professionalism, bridging the generations, and customer service excellence.

In addition to his teaching, training and traveling duties, Mark works with the TAC Leadership Program and has served as the coordinator of its Leadership classes since 2003. After graduating from St. Edward's University in 1977, Mark spent 23 years with the Texas Department of Public Safety, retiring in 2000 as the Assistant Commander of the Training Academy in Austin.

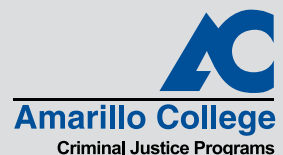
Mark's training programs consistently receive outstanding reviews.

Sponsors

Potter-Randall 9-1-1 Emergency Communications District

Potter County Sheriff's Office

Texas Association of Counties





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Legal Liabilities: This one-hour session covers the most important Federal and State employment laws that supervisors need to be aware of when dealing with employees and describes each law and discusses the retaliation and discrimination aspects of each. The ADAAA (Americans with Disabilities Amendments Act) is discussed with respect to new requirements for supervisors to engage in the interactive process and offer additional leave beyond that required under the FMLA. Knowing the laws helps supervisors interact with employees in ways that will reduce their liability.

Workplace Discrimination: Discrimination and retaliation prevention training is needed because of the negative impact that discrimination can have on both the employer and employee in the workplace. In addition to the time and expense of a potential complaint, discrimination and retaliation can impact the workplace in a negative manner by causing lower employee morale, increased absenteeism, lower productivity, decreased commitment to the employer, and decreased motivation. Supervisors must avoid anything that could be perceived as discrimination and retaliation, must stop discrimination when aware of it, and must respond to such conduct appropriately and investigate all complaints.

Michele R. Arseneau graduated from The University of Texas at El Paso with a BBA in Management. Michele has 20 years experience in Human Resources. She came to work for the Texas Association of Counties as a human resource specialist in 1996. She visited counties in the Panhandle, central Texas and far west Texas, covering about half the state. After 3 years, Michele then left TAC to be the Human Resources director of Wichita County for 5 years. Back at TAC since 2004, she is a personnel specialist for the Panhandle region. Michele became a certified Professional in Human Resources (PHR) in 2006 and is a member of the National Society for Human Resource Management (SHRM).

How Safe Are You?: Workplace violence is violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide, one of the leading causes of job-related deaths. Some 2 million American workers are victims of workplace violence each year. Workplace violence can strike anywhere, and no one is immune. Some workers, however, are at increased risk. Among them are workers who exchange money with the public; deliver passengers, goods, or services; or work alone or in small groups. Providing tools to reduce your risk of injury with knowledge and recognition is the best prevention from becoming a victim of violent crime. This training focuses first on individuals, offering suggestions and alternatives to avoid potentially violent situations. Secondly, it focuses on fellow employees, how to work together to defuse circumstances and recognize conditions that may require participation from the work team.

Jack Coffey is a Risk Control Consultant for the Texas Association of Counties, serving counties in the Panhandle region of the state. Jack graduated from Southwest Texas State University with a degree in Business Management. He has extensive experience in public safety and government. The Texas Workers Compensation Commission employed Mr. Coffey in the Division of Workers' Health

and Safety as a senior inspector and safety consultant. While there, he worked extensively in the Hazardous Employer and Rejected Risk programs. Mr. Coffey also worked in the Occupational Safety and Health Consultation (OSHCON) program, a free non-regulatory service available to small business employers in Texas.

The Three E's of Leadership: This session will define and describe three distinctive leadership disciplines to help you become a stronger leader and better manager of risk reduction and limited liability within your organization by helping participants:

- Understand and apply the definition of Emotional Intelligence
- Explain and list ways you can Empower your employees
- Learn to foster a spirit of Continuing Education

Casilda (Casi) Clarich is a Risk Management Consultant for the Texas Association of Counties. She joined TAC in 2009 and currently assists counties in the Panhandle area with their insurance and risk management needs. A business graduate of the University of Texas in Austin, Ms. Clarich has over 20 years of private sector industry experience working as a Business Manager for Motorola's Semiconductor R&D organization and as IT Employee Communications Manager in Phoenix, Arizona. She worked at Lockheed Missiles and Space Corporation for several years before joining Motorola. Prior to joining TAC, she worked for Farmers Insurance Group. After twelve years in Arizona, she returned home to Texas in 2005 and recently completed an Executive Master's in Business Administration (EMBA), Baylor University Hankamer School of Business. She stays active in her local community as well, serving as chairperson for various committees, including University of Texas-Exes Hispanic Alumni Outreach Committee.

Should Parents and Children be Allowed in the Workplace? Only Under Adult Supervision!:

This presentation addresses Interpersonal Communication skills and some of the stumbling blocks to effective communication. Verbal and nonverbal communication skills will be explored.

James MacMillan is a law enforcement consultant with the Texas Association of Counties. Prior to joining TAC in 2006, James had been the Sheriff of Bandera County. James began his law enforcement career in 1982 with the Bandera County Sheriffs' Office and served as a dispatcher, jailer, patrol deputy, investigator and jail administrator. For three years, he was assigned to the 216th Judicial District Narcotics Task Force and worked undercover narcotics assignments in Kerr, Kendall and Gillespie Counties. He served on the Alamo Area Council of Governments Criminal Justice Advisory Committee for more than 10 years, and on the Alamo Area Regional Law Enforcement Training Academy Advisory Committee for 10 years. He chaired the Bandera County Criminal Justice Community Planning Committee from 1993 until his departure. In addition, he served on the Board of Hill Country Court Appointed Special Advocates (CASA) for six years. James holds a BS degree in Criminal Justice Management, is a graduate of the FBI National Academy (163rd), and holds Master Peace Officer and Instructor Certification from TCLEOSE.



Leadership in Action

MAIL OR FAX

Course ID # 118612

SS# or AC ID: _____

Date of Birth: _____ Gender: ☐ Male ☐ Female

Last Name: _____

First Name: _____ M.I.: _____

Address: _____

City: _____ State: _____

County: _____ Zip: _____

Home Phone: _____

Business Phone: _____

Personal E-Mail: _____

Business E-Mail: _____

Employer or Type of Business: _____

Credit Type: ☐ TJJD ☐ CPE
☐ General
☐ TCLEOSE (PID# _____)

Ethnic Origin (Voluntary – will not affect enrollment)

Are you Hispanic? ☐ Yes ☐ No

What is your race? (check all that apply)

- ☐ American Indian or Alaskan Native
- ☐ Asian
- ☐ Black or African-American
- ☐ White
- ☐ Native Hawaiian/Other Pacific Islander

I certify that the information given is complete and correct.

Date: _____

Signature: _____

Date

Wednesday – Thursday
8:30 am – 4:30 pm

May 22-23, 2013

Location

Amarillo College
West Campus Lecture Hall

6222 W. 9th Ave.
Amarillo, Texas

Directions: Take I-40 to the Bell Street Exit (North). Turn right on the West 9th Avenue Loop. Go under the overpass and through the first light. The Amarillo College West Campus is on the right. The Lecture Hall is located on the front of the campus by the flagpoles.

Target Audience

Public and private sector employees who work in administrative, supervisory, or human resource related positions.

CEUs

Credit hours will be submitted to TCLEOSE and TJJD for approval. Amarillo College is approved by the State Board of Educator Certification as a provider of Continuing Professional Education (CPE). General CEUs will be awarded to all participants. For successful completion, this program must be attended in its entirety.

Disability Notice

Any student, who because of a disabling condition may require some special arrangements in order to meet course requirements, should contact disAbility Services (SSC 119, Phone 371-5436) as soon as possible.

Enrollment Eligibility Notice

Students with outstanding obligations to Amarillo College may not be allowed to enroll in or complete a continuing education course until the obligations are fulfilled. Students who have received a Criminal Trespass Warning from Amarillo College will not be allowed to enroll in courses held on any AC campus unless the warning has been lifted.

Questions/Registration

Mail: Amarillo College
Criminal Justice Programs
P. O. Box 447
Amarillo, TX 79178

Phone: (806) 354-6081
Fax: (806) 354-6074
www.actx.edu/cj/conferences
criminaljustice@actx.edu


Amarillo College
Criminal Justice Programs