



MASTER MUNICIPAL CLERK ACADEMY
October 16-18, 2019
Ramada Plaza by Wyndham – Albuquerque

TOTAL ACADEMY HOURS: 20

-PRELIMINARY PROGRAM-

ACADEMY TOPIC: FACETS OF HUMAN RESOURCE MANAGEMENT

ACADEMY INSTRUCTOR: Renee Barela-Gutierrez, JD, MBA, 505 Training, LLC
(Former Town of Taos Attorney, Taos County Attorney & HR Director)

WEDNESDAY, OCTOBER 16

7:30 am

REGISTRATION

8:00 am – 12:15 pm

EMPLOYMENT LAW: THE BASICS AND BEYOND

This session will go over important employment laws from the basics to the more complex. The focus is on identifying potential issues to prevent problems and litigation. Managers are on the front line of challenging employment decisions and knowing legal limitations is important in making those decisions. The manager also needs to know the “language of the law” to effectively communicate with counsel to best defend against employment claims. Areas to be covered include:

- Laws related to discrimination
- Laws related to leave and privacy
- Laws related to pay and compensation
- Laws related to safety
- Laws related to employee rights

10:00 – 10:15 am

BREAK

12:15 – 12:55 pm

LUNCH ON YOUR OWN

1:00 – 5:15 pm

**THE EMPLOYEE/EMPLOYER RELATIONSHIP –
How to effectively build a process for managing the
employee/employer relationship.**

This session will emphasize the employment relationship from recruiting and attracting new applicants to termination and everything in between. Focus will be on preventing possible problems that could lead to litigation. The following will be covered:

- Recruiting and Attracting Applicants
- The Hiring Process – Interviewing and Hiring
- Documentation
- Training
- Performance Management
- Discipline and Termination
- Post Termination Actions

3:00 – 3:15 pm

BREAK

THURSDAY, OCTOBER 17

8:00 am – 12:15 pm

NEW DEVELOPMENTS IN HR MANAGEMENT AND EMPLOYMENT LAW

This session looks at changes in employment laws and hot topics that HR Managers need to be aware of and includes a bonus training session on Sexual Harassment Prevention and Training. Topics to be covered include:

- Marijuana laws
- EEOC Outlook
- Immigration and Increased Enforcement
- “Me Too” A Year Later
- Sexual Harassment Prevention and Training

10:00 – 10:15 am

BREAK

12:15 – 12:55 pm

LUNCH ON YOUR OWN

1:00 – 5:15 pm

MANAGING TEMPERAMENT AND PERSONALITY STYLES

Employees are all different and a one size fits all management approach does not work. Understanding the differences in temperament and personality style will help the manager effectively manage the employee. This session will look at various management theories related to personality styles. Participants will be able to determine their own temperament and personality style and learn strategies for working with differing styles.

3:00 – 3:15 pm

BREAK

10 SKILLS THE PUBLIC SECTOR HR MANAGER NEEDS TO SUCCEED

Public Sector HR managers have unique challenges. They work with people, processes and elected officials’ personalities. To succeed, the HR Manager needs to be flexible and adaptable. This session will focus on common challenges and developing the skills needed to address those challenges. Topics include:

- Planning
- Leading
- Organizing
- Controlling
- Decision Making
- Delegation
- Problem Solving

6:30 – 9:00 pm

JOINT RECEPTION & BANQUET

With Clerks Certification Institute Participants

FRIDAY, OCTOBER 18

8:00 am – 12:15 pm

“MIXING & MANAGING FIVE GENERATIONS OF EMPLOYEES”

By 2020, there will be five generations in the workplace! Spanning decades of conflicting morals and ethics, different levels of technology fluency and the battle for career progression, organizations will be faced with the task of generational management. Managers will need to develop new, innovative techniques to cope with conflicting personalities and skills without sacrificing business objectives. This session will assist the manager in:

- Understanding the values, motivators and mindset of the five generations in the workplace.
- Assess the differences among generations.
- Identify conflict and risks to the organization and develop effective responses.

10:00 – 10:15 am

BREAK

12:15 pm

ACADEMY ADJOURNS

