



Earn one CEU credit toward your recertification!

Join us for the March LAHRA Program Meeting!
Coaching: Strategies for Tough Conversations

Presented by **Karen Bedford**

When we talk about “coaching” an employee, what do we really mean? Is it giving someone a pep talk, giving them a list of things they are doing wrong, telling them what a great job they are doing or none of the above? When are our coaching efforts really helping an employee, and when are actually holding them back?

Please join us for our March program meeting where we are pleased to have Karen Bedford, Vice President of Human Resources, Light Vehicles at Arvin Meritor, lead us in a discussion of coaching for results. Karen will give us examples of effective and ineffective coaching, help us to identify what might be holding someone back, and also give us the opportunity to role play and analyze a coaching scenario. Not just for Human Resources professionals, but for anyone in your organization who plays the role of a coach.

Date: TUESDAY, March 20, 2007

Time: 11:30 a.m. – 1:00 p.m. (*registration begins at 11:15 a.m.*)

Place: Genoa Woods Conference Center, Brighton

Cost: \$25 Members/ \$35 Non-Members/ \$20 Student Members

Reservations: Complete the registration form on page 5 of this newsletter and either fax it (810) 900.6341, or email it to Tracie Maisonville tracie@roofcon.com.

**** Please Note:** *This month's program meeting, normally held on Wednesdays, will be held this month on a TUESDAY***

Reservations must be received by Monday, Monday, March 19th



About Our Speaker

Karen Bedford, Light Vehicle Systems at ArvinMeritor

Karen Bedford is Vice President of Human Resources, Light Vehicle Systems at ArvinMeritor. She began her career in the US

Peace Corps in Gabon, Africa where she worked as an English Teacher and later as a Pedagogical Consultant. Upon returning to the States, she held several teaching and training roles in various social service agencies. In 1992 she returned to school full time to pursue her MBA, and upon graduation joined Gilreath Manufacturing, Inc. as Human Resources Manager. Karen joined ArvinMeritor (then Meritor Automotive) in late 1997. She held HR positions in both plant and corporate environments before being promoted in 2003 to HR Director for ArvinMeritor's Light Vehicle Aftermarket division in Europe, where she was assigned as an expatriate living in France. Upon her return from Europe in late 2006, Karen was promoted to her current role.

Karen has had extensive experience in performance management, organizational redesign and restructuring, as well as management and executive development and coaching. Ms. Bedford earned her Bachelors degree in Political Science (*Phi Beta Kappa*) from Michigan State University and her Masters in Business Administration from the University of Michigan.

New LAHRA Members



Our presence in Livingston County just keeps growing. When you see them at our next event, please offer a warm welcome to our new members!

- **Krystin Duncan** - Amerisure Insurance
- **Sandra Flippo, SPHR** - Home Depot
- **Jaymi McElyea** - Delta Dental of Michigan
- **Tonia Schemer, PHR** - St. Joseph Mercy Health System
- **Fraya Wagner-Marsh, SPHR** - Eastern Michigan University
- **Brenda Schulmeister** - The Rehmann Group
- **Jennifer Camps** - EQ - The Environmental Company
- **Janet Joseph** - Dunnage Engineering
- **Candee Williams** - Armor Protective Packaging
- **Anne Danjin-Blackwood** - Allied Group Insurance Services, Inc.



President's Message - **Strategic HR: An Attainable Goal**

Cheryl Tompson, SPHR - LAHRA President

It's a common complaint: "As an HR professional, I'm not considered a strategic partner in my organization." Well, I've worked places where HR made critical contributions every day, and other places where HR was considered little more than a necessary evil. Here are some things I've learned.

First, know your business. Do you know what your largest revenue producers are? How about revenue trends? What's going on in your industry & environment that affects your company's business operation? What issues concern your CEO? By understanding the business, you both gain credibility AND you're better able to offer solutions.

Second, understand what other department heads struggle with. You may be able to offer an HR solution. High turnover? You may suggest a hiring solution, a compensation solution, a training solution... A scheduling problem? Maybe your knowledge of wage & hour laws about on-call time offers options. Morale problems? Plenty of HR strategies for investigating and addressing.

Third, focus on helping everyone be successful. Sure, it's important that you're recognized for your contributions. But as department heads - and ultimately your CEO - recognize you're a resource who can assist on a wide range of issues, you'll get the credit you've earned. You'll also earn your place at the strategic table.

Lastly, handle the basics perfectly, but don't hang your hat on them. The routine stuff: the FMLA administration, the benefits enrollment, the filing, the OSHA postings... You've got to handle these flawlessly, but your leadership doesn't really care - they simply want to know you've got it covered. Your contributions to day to day business issues will take you further than becoming the champion of mandatory posters, for example.

Do you have any things to add to this list? We'll include them in our next issue. Please let me know at ctompson@gannett.com.

Contribute to the Monthly Newsletter

The Communications Committee is looking for creative people like you! Do you enjoy writing or photography?

We're always looking for interesting content: someone who felt inspired by our program meeting to write up a summary... or someone to take a few digital pictures during meetings. Please contact Michelle at 517-540-4436.

LAHRA Monthly Programs Approved for HRCI Credit

As any LAHRA member holding the PHR, SPHR or GPHR designation will attest, passing the certification exam is a daunting task. Once certified, HR professionals can maintain their designation through continued education, measured in Continuing Education Units (CEUs). In addition to LAHRA'S commitment to provide members with relevant topics and presenters, we also seek HRCI recertification approval for all monthly program meetings.

The process for pre-approval requires LAHRA to submit program information, including an outline of covered topics and presenter qualifications, at least 30 days prior to the scheduled program. We have worked hard to streamline this process and are happy to announce that the March program is pre-approved for credit and the approval for the April program, *Success Attributes of World Class Recruiting Organizations*, is currently pending.

Attendees of LAHRA program meetings that have pre-approved credit status can request the program ID following the meeting. It is important that we treat the continuing education process with respect and therefore, only those with confirmed program attendance will receive the program identification number. Although a given program may not have been pre-approved for credit (usually a result of timing, as opposed to content), attendees may submit the program details on their re-certification application and HRCI may grant credit after reviewing the information. The below past LAHRA program meetings have been approved for HRCI credit:

5/24/2006 - Legislative Update

6/29/2006 - Reward & Recognition to Fit Any Budget

11/15/2006 - Effective & Legal Performance Reviews

2/21/2007 - HR's Role in Developing Leaders

Confirmed attendees at any of the above programs can request the program ID for CEU credit by contacting Steve Williams at steve@ectohr.com.



Save the Dates

THURSDAY, MARCH 29th **SHRM North Central Region Town Hall Meeting**

3:25 p.m. - Meet to carpool.

4:00 p.m. - Event Registration & Networking

Please note that members interested in this event, or the carpool, will need to pre-register. To register for the Town Hall itself, you must be a member of national SHRM. Look for an invite in your inbox, or go to www.shrm.org. To sign up for the car pool, please contact Tracie Maisonville at tracie@roofcon.com, or call her at 517.304.2083

WEDNESDAY, APRIL 18th **LAHRA's April Program Meeting**

7:30 a.m. - 9:00 a.m. (*registration begins at 7:15 a.m.*)

LAHRA's April program meeting at Genoa Woods Conference Center will focus on Effective Recruiting, and will feature David Szarzy, founder of the Recruiter Academy. We will hold a special drawing at this meeting: bring a guest who and both you and your guest will be entered in a special drawing.

WEDNESDAY, APRIL 18th **2007 Livingston Regional Job Fair.**

11:00 a.m. to 4:00 p.m.

Employers interested in reserving space at the fair should contact either Pam McConeghy (pamm@brightoncoc.org), or Pat Convery (pconvery@howell.org) as soon as possible.

LAHRA is considering offering resume review services at the Job Fair. Our ability to participate depends on the number of volunteers. We need your help! Reach out to support job seekers in your community by volunteering at this event. Please contact Kari Olds at harbarcukolds@yahoo.com, or call her at 248.615.8551 with questions or to sign up.

THURSDAY, MAY 24th, 2007—Tentative **LAHRA May Program Meeting**

We may be joining the HR Association of Greater Detroit as they host Steve Miranda, Chief HR Officer for SHRM. More info to follow.

WEDNESDAY, JUNE 20th, 2007 **LAHRA June Program Meeting**

We are excited to have Howard Weyers, CEO of Weyco as our guest speaker for the June program meeting. Mr. Weyers' firm stance on employee wellness made national news. Please bring your CEO to this exciting event.



Sonya Jacobs's February Presentation on HR's Role in Developing Leaders: You Can Have a Competitive Advantage

Sonya Jacobs, lead Organizational Effectiveness Consultant for leadership development at the University of Michigan Health System shared an overview of their leadership development program, and described the its important link to their strategy. This journey began ten years ago when faced with these challenges:

- Diversity Issues
- Retirement & Succession Planning
- Employee Recruitment & Retention
- Employee Dispute Resolution
- Aging Workforce

The purpose of the program was to enhance the leadership and management competencies of managers, supervisors and other leaders, and to provide access to leadership development that will improve the delivery of their services.

Shifting From:	To:
Shallow Leadership Pool	Deep and wide pool of talent
Individuals "on their own"; no organized career development practice	Visible commitment to developing staff (career paths)
Leadership Development is once a year event	Leadership Development is a business strategy that is embedded in the culture

A top-level commitment to developing leadership achieves employee satisfaction and retention, service quality, customer satisfaction and financial management. Any size organization can expand their talent pool, develop staff and insure that leadership is part of the organization's culture.



Member Spotlight - Jan Camden

In 1991, a life changing job opportunity brought Jan Camden to Livingston County. She worked for Protovest in the Beverly Hills area, where she lived, and met Tom O'Connell of the Howell Soft Cloth car wash. Tom was looking for someone to handle their accounting so she packed up her things and moved to Howell. She has grown to love our community and has no plans of leaving. She worked for the Howell Soft Cloth for 9 years before finding yet another great opportunity at Armor Protective Packaging in Howell. She started at Armor to assist with the accounting functions, but soon took it over herself. Jan is proud that Armor is a family oriented company and considers their customers key in their success.

Jan has been working in the accounting field since high school and has also grown to hold HR responsibilities. Jan holds an Associates degree in Accounting and is considering working towards her HR degree. She is extremely eager to learn more about the role of Human Resources so that she can bring value to her company, the community and to LAHRA. Jan currently serves on the Programs committee for LAHRA and continues to extend her involvement by regularly attending meetings.

Interests: Jan enjoys scrap-booking, reading, photography and being with friends.

Movies: She especially loves comedies and love stories; Julia Roberts and Meryl Streep are just two of her favorite actresses.

Music: Jan is a Rock 'N Roll fan, but Christian music is also growing on her.

Travel: Jan always has her bags ready to visit her family. She has a son in Oregon, a step-daughter and grandchildren in North Dakota, and a step-daughter in Pinckney.

Community: Jan loves to stay active in her church and with LAHRA.

SHRM Town Hall Meeting - **Free Ride Available**

National SHRM members are invited to attend the SHRM North Central Region Town Hall Meeting on March 29th (and have likely already received an invitation), beginning at 4:00 p.m. At the meeting SHRM President & CEO Susan R. Meisinger, SPHR, will provide an update on SHRM's current activities and future direction. Attendees will hear about:

- New SHRM Education and Programming for 2007 and beyond
- Review of SHRM's Key Initiatives for 2007 (Branding, International, etc.)
- SHRM's Legislative Agenda for HR and the New Congress
- Financial State of the Society
- Visibility in the C-suite for HR

Ms. Meisinger will also address your questions. The Town Hall is your opportunity to help identify what SHRM can do to better serve you and advance your needs as an HR professional, so come prepared with questions.

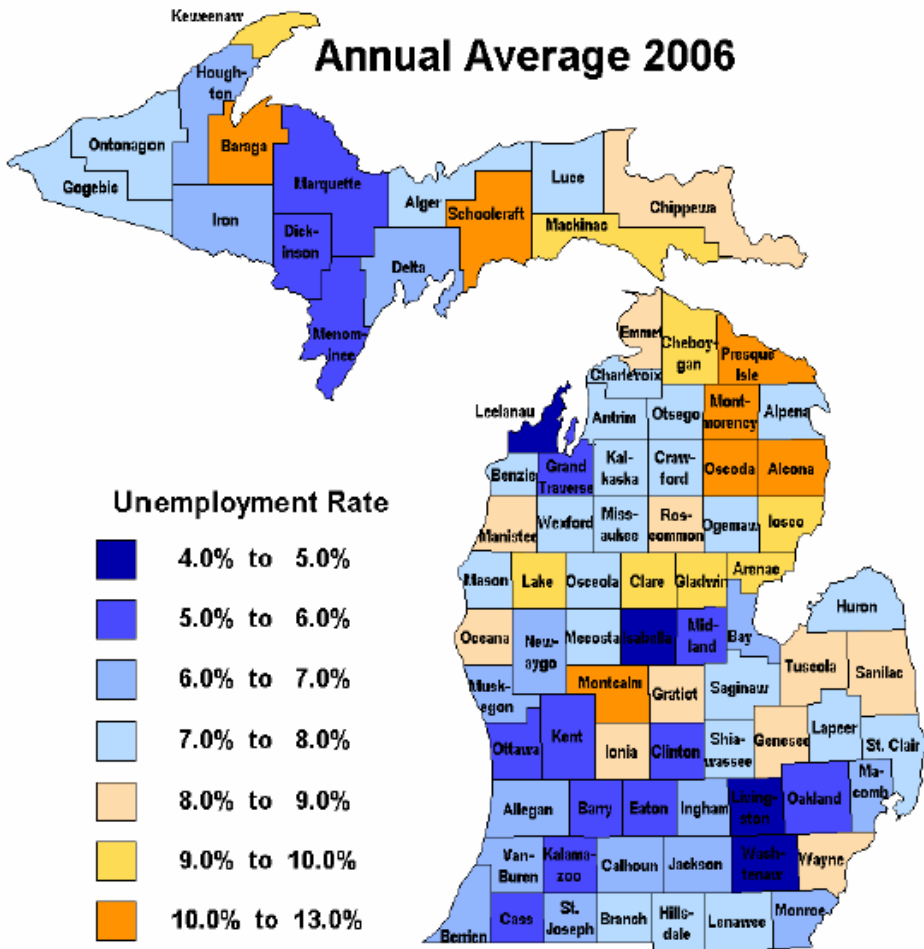
To make participating in the Town Hall as easy as possible, LAHRA has arranged for a van to take attendees to and from the event at no charge! To take advantage of the free car pool, please:

- **Register**, if you haven't already, for a seat at the Town Hall meeting via the SHRM website (national SHRM members will have a link to the appropriate page in the email invitation they received).
- **Contact Tracie Maisonville** via email at tracie@roofcon.com, or by calling her at 517.304.2083 to secure your spot in the van.
- On **March 29th meet us at the Park and Ride lot at Spencer Road and I-96 in Brighton** (we'll be meeting in the lot on the **West side** of Spencer Road - not the East side) no later than **3:25 P.M. for a 3:30 departure**. Snacks will be provided! We will be leaving the Town Hall and driving all passengers back to the Park and Ride lot after the event, leaving Ypsilanti some time between 6:45 and 7:00 p.m.

If you have any questions about either the Town Hall, or the ride, please contact Tracie using the above contact information. We hope to see you there!



By the Numbers - Michigan Unemployment Rates



LAHRA Message Board

Congratulations to Dr. Jim Krolik for recently earning his SPHR certification. Certification requires hard work and dedication for anyone to successfully achieve it. In addition to studying for this exam, Dr. Krolik also maintains multiple teaching positions and an impressive level of community involvement. He is a role model for strong commitment to continuing education and the HR profession!

Don't forget the HR Job Openings and Resume space available at all LAHRA monthly program meetings. Are you recruiting for an HR professional? Are you yourself looking for an HR opportunity? Come to our next meeting prepared with your job posting or resume. Table space will be clearly signed and available for members and attendees to take advantage of.

LAHRA Name Badges are now available. "Permanent" name badges for LAHRA events are now available for \$10.00. These badges provide a hassle-free opportunity to both support the HR profession, and cut down on paper waste. Any proceeds beyond the basic cost of the name badges will go to the SHRM Foundation, and at the end of each monthly program meeting your badge will be collected for entry in that month's prize drawing. If you've already ordered, your badge will be waiting for you at the March meeting.

LAHRA Board of Directors

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LAHRA Member Meeting Registration Form

Coaching: Strategies for Tough Conversations

Presented by **Karen Bedford**

11:30 am - 1:00 pm on **Tuesday, March 20th** (registration begins at 11:15)

Email or fax this registration form to Tracie Maisonville no later than Monday March 19th::

tracie@roofcon.com

Fax: (810) 900-6341

<input type="checkbox"/> I will attend	<input type="checkbox"/> I am a LAHRA Member, meeting fee \$25
First Name	Last Name
Email Address	Phone Number
Pay option <input type="checkbox"/> PayPal (preferred option) <input type="checkbox"/> Cash or check at meeting	
<i>If you register for this meeting and do not attend, you will be billed for your meeting fee.</i>	

To pay using PayPal:

1. Go to www.paypal.com and register or sign in. Select "Send Money."
2. The recipient email is LivingstonHR@charter.net. In the subject line, note "March meeting," and that you are paying for "Goods." Follow the prompts to complete the transaction. You will receive a confirmation email from paypal when your transaction is complete.

PayPal users are occasionally fraud targets. Please heed these warnings from PayPal:

Be aware of email greetings.

Emails from PayPal will always address you by your first and last name or the business name associated with your account. Fraudulent emails often begin with a generic salutation, such as, "Dear PayPal User."

Don't download attachments.

PayPal emails will never ask you to download attachments or software. Attachments often contain viruses that harm your computer or may compromise your account.

Never reply to an email with personal information.

If we require information from you, we will always request that you securely log in to your PayPal account first.

