**Session 1**
**Unconscious Bias, Kathy Oleson**
Friday, November 18, 2016
Reed College
$75 per participant

This workshop explores the subtle, hidden biases that impact our daily work lives. We will discuss the ways that, often without realizing it, our behaviors (e.g., interpersonal interactions) and decisions (e.g., hiring) may be influenced by our preconceptions. Importantly, in this session we will consider concrete strategies for reducing the impact of our unconscious biases.

**Session 2**
**Facilitating Effective Meetings, Lenny Rorer**
Friday, December 9, 2016
Portland State University
$75 per participant

A program on how to design and facilitate effective meetings. We will cover three different types of meetings, characteristics of effective and ineffective meetings, the roles and responsibilities of a meeting facilitator, skills used by facilitators and how to work with both democratic and consensus decision making. The class also covers how to develop and effective agenda and ways to take minutes and use a recorder.

**Session 3**
**Hiring Effectively, Greg Togni & Mike Cooney**
Friday, January 27, 2017
University of Portland
$75 per participant

How have your organization's hiring practices evolved in the ever-tightening labor market? This course will explore both traditional and innovative hiring practices through interactive discussion. We will provide insight to some of the best practices of organizations that hire well. The discussion will focus on identifying the position needs, attracting the right candidates, interviewing/evaluating candidates, and selecting your top candidate.

**Session 4**
**Employment Law Update + Title IX**
Karen O'Connor & Andrea H. Thompson
Stoel Rives LLP Attorneys at Law
Friday, February 24, 2017
George Fox (Tigard Campus)
$75 per participant

This workshop is a practical overview of key employment issues and tools for college and university employee managers. We'll have interactive sessions on employee hiring, wage and hour basics, tips for effective performance management of staff and faculty, legal updates on discrimination, harassment and retaliation theories, step-by-step processes for handling disability accommodation and leave issues, and ways to minimize institutional risk in employee terminations.

**Session 5**
**Crucial Conversations**
Sarah Johnston, Michelle Valentis,
Bill Jenkins, Nicole Bresnahan
Thursday, March 30 & Friday, March 31, 2017
Lewis & Clark College
$225 per participant

Crucial Conversations is a renowned course that teaches skills for fostering open dialogue around high-stakes, emotional, or risky topics—at all levels of your organization. By learning how to speak and be heard and encourage others to do the same, you’ll begin to surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment. This course takes place over 1.5 days.
About the presenters

Kathryn Oleson
Kathy is a Reed College Professor of Psychology and former Director of Reed’s Center for Teaching and Learning. Funded by a National Science Foundation graduate fellowship, she received her Ph.D. in Social Psychology from Princeton University. For over 20 years, she has taught courses at Reed ranging from Introduction to Psychology, Research Design and Data Analysis, Social Psychology, and Stereotyping and Prejudice. She has facilitated a variety of professional development workshops considering ways to make the academic environment more inclusive, welcoming, and productive.

Lenny Borer
Lenny is one of the Northwest’s premier trainers and facilitators, known for his highly interactive and effective training programs. His humorous and engaging style creates environments where participants learn, gain insight and develop new skills. As a facilitator, he has a unique and exceptional ability to help groups identify and resolve their conflicts and issues. Lenny has served private companies, public agencies and higher ed institutions throughout Oregon, Washington and California.

Mike Cooney, Red Zone HR Solutions
Mike is the founder and president of Red Zone HR Solutions, which provides HR management services to small and mid-sized businesses and organizations. Mike has over 25 years in human resource leadership positions in manufacturing, technology, and forest products including serving as the VP of HR for Digimarc Corporation prior to starting Red Zone HR Solutions. Mike is a certified Senior Professional in Human Resources through Human Resources Certification Institute as well as a SHRM-SCP certification through the Society of Human Resource Management and holds a Bachelor’s degree in Business Administration from Western Oregon State College.

Greg Togni, 180One
Greg is the Principal of the Portland based retained search firm 180One, providing executive search solutions for director level and above roles across a wide variety of functions and industries. A native to Portland, Greg graduated from Villanova University and joined the audit practice at Price Waterhouse as a CPA. He then spent seven years with a national recruiting firm leading multiple offices across the country, and in 2007 founded 180One as a solution to traditional recruiting firms not meeting the needs of their clients. He has led successful searches for clients ranging from a five million dollar privately held organization to a billion dollar publicly traded company to higher education institutions, spanning functions of finance, human resources, marketing and sales.

Karen O’Connor, Stoel Rives LLP Attorneys at Law
Karen is a partner in the firm’s Labor and Employment group. Her practice includes counseling and litigation on complex employment issues including leave laws, workplace harassment and discrimination, discipline and documentation, and drug and alcohol issues. She represents clients before Oregon and Washington State and federal courts and in administrative proceedings. Karen co-teaches in the human resources program at Portland State University and is a frequent speaker in the community.

Andrea Thompson, Stoel Rives LLP Attorneys at Law
Dre focuses her practice on employment defense litigation. She represents employers in administrative proceedings and state and federal courts in all areas of employment law, including discrimination and retaliation, wage and hour issues, workplace torts and contract disputes. Drawing on her litigation experience, Dre also counsels employers on a variety of litigation prevention strategies. In addition, she advises schools, colleges and universities on state and federal regulatory and compliance matters. This experience includes representation before the U.S. Department of Education in federal civil rights enforcement actions and matters related to Title IX and student privacy.

Nicole Bresnahan
Nicole is the Compensation & Benefits Manager for the University of Portland. Nicole’s focus is on equitable compensation and robust total rewards. She regularly finds herself having difficult conversations with healthcare providers to ensure the best service and treatment of members on UP’s healthcare plans. Earlier this year, she was appointed to Moda’s Oregon Purchasers Coalition and continues to be an advocate for excellence in the healthcare community. Before joining the University of Portland Human Resource team, Nicole spent her professional career working both as a middle school teacher and a data analyst. Her varied background has found the best fit in HR.
Bill Jenkins
Bill is the Assistant Director for Human Resources at the University of Portland where he is responsible for employee relations and staff development functions. He also serves as a Deputy Title IX Coordinator and is Co-Chairperson for the University President's Advisory Committee on Inclusion. Before joining UP, Bill was the Director of Human Resources for Self Enhancement, Inc. one of Portland’s most successful nonprofits. Bill also spent several years in the professional services industry including leading the HR function at Stockamp & Associates, Inc., one of the nation’s most successful hospital revenue cycle consulting firms and as a director level HRBP for the Huron Consulting Group. Bill enjoys cooking, collecting wine and Formula One racing in his spare time.

Sarah Johnston
Sarah is an Employee Relations and Training Specialist in human resources at Portland State University. Since 2013, she has been providing support to managers as they tackle difficult employee performance issues and conversations. Before joining HR, she managed Transportation & Parking Services at PSU for eight years, where she handled tough conversations about parking citations, policies, and employee issues. She has been on the Management Development Seminar planning committee since 2014 and is excited to participate by helping to teach others how to turn difficult conversations into productive ones.

Michelle Valintis
Michelle is Reed’s Director of Human Resources. Michelle’s professional interests are leadership and what makes a great place to work. Her research is beginning to show that the two may be linked. Prior to working in higher ed, Michelle worked in human resources for ten years at Genentech, a large biotech company in the San Francisco Bay Area. During that time, Genentech was named the #1 Best Place to Work in America by Fortune magazine. Before her career in HR, Michelle worked as a manufacturing team leader for General Mills in Toledo, Ohio and Lodi, California. Michelle is a veteran of the US Army and was a platoon leader in Germany in 1989 when the Berlin Wall came down and she subsequently served three tours in Saudi Arabia, including Operation Desert Storm.

About WVHEHR
In the early 1990’s, the Human Resource Directors at Portland and Salem area colleges and universities created an informal consortium, the Willamette Valley Higher Education Human Resources Consortium, through which we provide a number of benefits to participating institutions. In 1998, we began the Management Development Seminars series to help our supervisors and managers to improve their leadership skills.