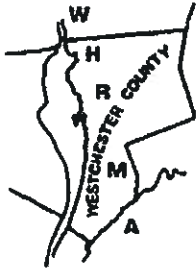


Westchester Human Resource Management Association



May 2011

WHRMA News



AFFILIATE OF
SRM
SOCIETY FOR HUMAN
RESOURCE MANAGEMENT

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A Message from our President, Danielle Martin

There is no denying it was a long and cold winter. But take heart- Spring is officially here. The days are getting longer, there are buds on the trees and flowers are starting to bloom. Spring.... A time of renewal, rebirth and a time to get re-energized. Just as nature begins a new season, WHRMA also has plans to re-energize and renew. We hope you will join us. Let me take this opportunity to remind you of a few things.

SIG (Special Interest Group)

WHRMA is pleased to provide a free benefit to its members- SIG's. These groups have been a part of WHMRA for several years. The purpose is to offer, free of charge, an opportunity to have a focused resource for our members. As you know we try to offer monthly programs that appeal to a large audience. Sometimes you need more specific information in a certain area and would like to learn from others. Currently we offer 3 SIGs: Compensation/Employee

Relations, Coaching, and International to give you the extra focus. Dates and locations are posted on our website. We will be sending out a chapter wide survey to enlist your feedback on our SIGs. We encourage everyone to please give us feedback, even if you have never attended a SIG, we want to hear from you!!

HR Conference- Save the Date - November 15th, 2011

WHRMA will be collaborating with the Westchester Business Council to present an all-day HR Conference in November. We are excited at the opportunity to partner with our local businesses in this informative way presenting topics relevant and timely to the HR aspect of business. Recertification credits will be available. Stay tuned for more details. A conference committee has been formed. If you would like to work on this committee, please contact Theresa Delgado at (914) 381-6541.

CERTIFICATION Counts!

Are you certified? Want to become certified? Let WHRMA help you realize this goal! We will be rolling out scholarship opportunities for members in time for the next Winter exam dates, Dec. 1, 2011 – Jan. 31, 2012. Application dates begin July 11, 2011 and deadline in October. Contact Theresa Delgado at (914) 381-6541 to answer your questions and assist you in the process.

And if that is not enough, we have our annual Networking Event on May 17th at the Pleasantville Country Club. Last year the weather was perfect and the company unparalleled, so plan on joining us and mixing and mingling with other HR Professionals.

So shed the boots, gloves and hats and join WHRMA as we re-energize our Westchester HR professionals with our resources.

HR JOBS:

Visit our website www.whrma.org for HR openings in our area. We'll be happy to list any openings you may have as well! You can also post your resume on the site if you are interested. Any questions? Send an email to Angela Bellizzi: anbellizzi@aol.com or Maria Boccardi: mboccardi@theosborn.org.

For those interested, we now have the local Whine and Dine Schedule on the Networking page of our website.

JACKSON LEWIS EMPLOYMENT ROUNDTABLE PROGRAMS:

Programs take place at the Offices of Jackson Lewis

And begin at 3pm

Wednesday, May 25, 2011—Workplace Safety Considerations

Wednesday, July 20, 2011—Government Enforcement Initiatives

Wednesday, November 2, 2011—Legislative Update

Programs are free and offered to members only.

WHRMA; PO Box 1131, White Plains, NY 10602

How to Be Just Assertive Enough Source: talent management magazine, April 2011

In order to be a good boss, it's important for managers to be assertive, but not so assertive that one becomes unbearable or unapproachable. Adapted from Robert Sutton's *Good Boss, Bad Boss*, here are a few tricks managers can use to help them take charge of their direct reports or gain influence in a crowd without crossing the line into bad boss territory.

1. Talk more than others—but not all the time. This is sometimes called the blabbermouth theory of leadership where people who talk first and most often are viewed as influential. A manager should not dominate all conversations or risk being viewed as a bully.
2. Interrupt people occasionally. People gain power by winning interruption wars, interjecting and battling back when others try to interrupt. Managers should interrupt occasionally if needed to keep a group on task or to remind employees who holds the final word, but avoid being interrupted themselves.
3. Be cognizant of physical presence. For instance, when people cross their arms, they often persist in an argument longer and generate more solutions. Crossing the arms boosts confidence, but over doing it can come off as uptight or unapproachable.
4. Flash anger now and then. Studies by Stanford professor Larissa Tiedens showed using anger strategically gives the impression that the expresser is competent. But constant anger can undermine a manager's authority and likely will earn that individual a reputation as a jerk.
5. Not sure whether to sit down or stand up? Stand up. This is especially important for a new boss. Standing up signals to the group who is in charge and encourages others to accept that individual's authority. A manager should position himself or herself at the head of the table to cement that authority.
6. Ask direct reports what they need to succeed, then give it to them. This may seem like an obvious management tactic, but it's rarely done. If it's not possible to meet all of an employee's requests, meet some of them. Make an effort.
7. Share pet peeves and quirks. New bosses should write a "Managerial User's Manual" for a team identifying his or her preferences, work and communication style, anger triggers, and things that may otherwise be mysterious or unclear.
8. Give away power or status sometimes, but be sure everyone knows it was a deliberate choice. A manager can show that he or she is powerful by accepting or even bargaining for some status symbol and then giving it away.

Did you Know??? HR Blogging Can Earn Recertification Credit

HR Professionals now can earn recertification credit for creating blog posts covering HR-related subjects, the HR Certification Institute has announced. The credit applies to video blogs and text blogs, and it meets the Institute's requirements in the Research and Publishing recertification category for the following: Professional in Human Resources (PHR); Senior Professional in Human Resources (SPHR); Global Professional in Human Resources (GPHR); and, California Certification (PHR-CA and SPHR-CA). Each blog post will be worth 0.5 recertification credit. A certified HR professional can receive a maximum of two credits per year and six credits total during a three-year recertification period.

For more information, visit <http://www.shrm.org/about/news/Pages/BloggingCredit.aspx>.

Your Board—Your WHRMA Resource

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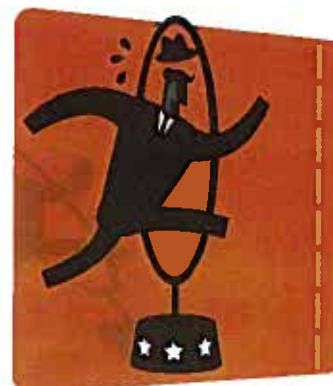
Edwin L. Bowman
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Diversity Chair

Vacant

Just a Reminder...

The registration deadline for our Tuesday Morning Breakfast meetings is the Friday prior to the meeting.



Workforce Readiness—Are You Ready to Volunteer?

WHRMA volunteers will be assisting those in the local community with interview and resume preparation skills. If you're interested and available on one or more of the following dates, please contact either Anne Shaw at annewshaw@gmail.com or Carolyn Finn at Carolyn_finn@yahoo.com.

Date	Time	Location	Outreach
Wed, May 4	9:30-11 am	One Stop Center at the Department of Labor in White Plains	Conduct resume-writing and interviewing workshop
Mon, May 16	2:30-4 pm	Southern Westchester BOCES	Provide guidance on interviewing and job-search techniques to graduating LPN's
Wed, May 18	9:30-11 am	One Stop Center at the Department of Labor in White Plains	Conduct resume-writing and interviewing workshop

WHRMA is hosting its annual Networking event Tuesday, May 17th 6pm-9pm at The Pleasantville Country Club! The event promises to be an enjoyable evening of renewing HR acquaintances and finding new ones! If you have not done so already, register for this event now on the WHRMA website! On-line registration available until May 3rd. For general inquires concerning this event, please contact Maria Boccardi, MariaBoccardi@aol.com, or Angela Bellizzi, Anbellizzi@aol.com Job Bank/Networking Co-Chairs.

10 Commandments for Leadership Development Source: talent management magazine, April 2011

Talent leaders can use this set of expectations to evaluate their success of a leadership development program (LDP).

1. LDP participants will develop the leadership skills, business acumen and execution skills they need for future leadership roles in the company. The entire budget for the LDP typically will be less than the cost of one poor promotional decision.
2. A well-designed internal LDP will expand the company's talent pool for succession planning. The organization will have a ready supply of well prepared candidates to fill slots for retirees or other senior executive attrition.
3. The company will retain some top talent that it might otherwise have lost. Employees who see the company is investing in their future are more likely to stay.
4. Action learning projects used in the LDP will solve long-standing company challenges because they will focus on issues that never became so urgent that resources were assigned to solve them.
5. Top talent will be more visible to company executives. Most executives have a limited view of the company's talent—typically a line of sight that extends to no more than two levels below them in their own lines of business. Through the LDP, executives will get to view talent from all business units, functional areas, and geographics.
6. LDP participants will improve their own on-the-job performance. The skills that are taught in the LDP education sessions can be applied immediately to participant's current roles.
7. Leaders will weed out high potentials who fail to perform in the LDP. It is much better to discover fatal flaws in high potentials before rather than after they are promoted.
8. Through the many roles they will play while teaching, endorsing and otherwise participating in the LDP, company executives will feel more connected to the front lines of the business.
9. LDP participants will start building their personal networks, and will learn to trust their fellow participants, resulting in better communications and working relationships across business unit and functional borders, and they will have these networks established when they get promoted in the future.
10. The final test of the LDP's success will be whether senior executives, having participated in and seen the results from the first LDP, want to run the program again for another group of high potentials.

Welcome to Our New Members!!!!

- | | |
|--------------------|--|
| Anne Papaelias | Curtis Instruments, Inc. |
| Mariano Ambroselli | Pepsi-Cola Bottling Co of NY |
| Jennifer Battaglia | Regeneron Pharmaceuticals |
| Lorraine Bixler | Access Healthcare Services |
| Patricia Saunders | Mitsubishi Chemical Holdings America, Inc. |



Complacency: Relaxing with the Risk

Complacency is “a feeling of quiet pleasure or security, often while unaware of some potential danger, defect, or the like.” Safety experts worry about complacency. It has a never-ending role in the cause of on-the-job accidents. Jobs that require routine inspection of vital parts or mechanisms to spot deficiencies, which almost never happen, are prone to making workers become complacent (e.g. checking for loose belts on an airplane wing). Becoming complacent is a natural experience. This makes complacency stealthy and treacherous. Have you become complacent in some areas of your life? Here’s how to spot it soon and intervene before the “big one” happens. Ask yourself: 1. Are you ignoring the “approved” method or reducing your standards of safety regarding some activity? 2. Have you lost interest in being proficient at what you are supposed to be doing to prevent a mishap? 3. Have you become bored with the routine? (Boredom finds relief in complacency.) 4. Are you becoming satisfied with “good enough”? Source: Work*Life*Excel, Care Plus Solutions Inc., March 2011

LEGAL ALERT Submitted by Lena Bodin

A previous law has been modified and goes into effect in New York State in April 2011, obligating employers to comply with a number of new reporting and record-keeping requirements. The Wage Theft Protection Act (“Act”) have several requirements to help ensure employees are paid correctly and are provided with information in specific ways in relations to their wages paid. Please note that some of the existing provisions are expiring as the new provisions are going into effect.

So, please make sure to check the following website *Laws of New York* for detailed information on the Act and amendments to the Act:

[Laws of New York: Section 195 – Notice and record-keeping requirements](#)

[Laws of New York: Labor - Article 6 – Payment of Wages](#)

The new Act changes some of the existing requirements and shouldn’t be too much more burdensome from your current record-keeping and notification practices.

Under the new version of the Act, employers are required to provide the employees with written notice, in English and the employee’s primary language, within 10 days of the start date, and annually on each January thereafter. Please check the website for the exact requirements. Reporting and record-keeping violations have also been amended to impose tougher penalties for violators, including civil and criminal penalties.

The information provided above is not meant, nor should it be construed, to provide information that is specific to any law(s). The above is not legal advice and you should consult with counsel concerning the applicability of any law to your particular situation.

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“How did things go at the office today?”

SHRM National

SHRM 2011 Annual Conference & Exposition
June 26—29, 2011

Las Vegas Convention Center
Las Vegas, Nevada

Strategy Conference
October 5—7, 2011

Chicago, IL

Diversity & Inclusion Conference & Exposition
October 24—26, 2011
Washington, DC

NYS SHRM News for 2011

2011 NYS Conference
July 10—12, 2011
Saratoga Hilton/City Center

534 Broadway
Saratoga Springs, NY

2011 Chapter Meeting Dates

All are Breakfast Meetings unless otherwise noted

May 17, 2011

Annual Networking Event

6pm to 9 pm—Pleasantville Country Club

Tuesday, June 21, 2011

Tuesday, September 20, 2011

Tuesday, October 18, 2011

Tuesday, November 15, 2011

Go online for more details: www.whrma.org

Our Purpose:

1. To provide a forum for educational presentations and the discussion of topics relative to the HR profession.
2. To encourage and support members in their pursuit of professional certification.
3. To provide a clearing house of human resource information to the business community.
4. To cooperate with other human resource organizations in meeting the needs of the HR professional.
5. To provide information and services to serve the professional and advance the profession.

UPCOMING MEETING DATES:

International SIG Dates

Dates TBD

Comp/ER SIG Dates

Thursday, May 19

Thursday, June 16

Coaching/OD SIG Dates

Dates TBD

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If you are interested in advertising in our newsletter, contact Elizabeth Rossi, Communications Chair at erossi@theosborn.org.

Are you an HR service provider? Why not consider sponsoring a meeting or advertising on WHRMA's website? Here are our rates:

Meeting Sponsor—\$650

- Acknowledgement in meeting announcements
- Introduction at meeting and a 10 minute speaking opportunity
- Skirted display table for materials
- Contact list of attendees

Vendor Display Table—\$150/meeting

- Exhibit literature, provide handouts, promote your services and products to meeting attendees.

Website Advertising

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- 12 months = \$500

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