### Session 1

**Keeping Your Cool Under Stress**  
Robin Rose, Consultant  
Friday, October 18, 2013  
Location: Marylhurst University  
$75 per participant

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda</th>
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</thead>
<tbody>
<tr>
<td>8:30 – 9:00am</td>
<td>Registration &amp; Continental Breakfast</td>
</tr>
<tr>
<td>9:00 – 9:15am</td>
<td>Welcome</td>
</tr>
<tr>
<td>9:15 – 12:00pm</td>
<td>Keep Your Head!</td>
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<tr>
<td>12:00 – 1:00pm</td>
<td>Networking Lunch (lunch provided)</td>
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<tr>
<td>1:00 – 4:00pm</td>
<td>What’s Leadership Got to Do With It?</td>
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**Description:** By gaining a deeper knowledge of how our brains work, we are empowered to think more clearly and communicate more effectively. Learn how to stay calm, professional, and effective - especially during high-stress situations. Understanding exactly what happens, chemically and physiologically, when we get stressed allows us to override the fight or flight response, shift from reactive impulses into more effective responses, and stay respectful, productive and professional.

### Session 2

**Communication & Problem Solving**  
Lenny Borer, Skills Trainer and Consultant  
Sessions 2 & 3 build on each other and include completion and analysis of the DISC Dimensions of Behavior Instrument  
Friday, November 1, 2013  
Location: Lewis and Clark College  
$75 per participant *(includes DISC assessment)*

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<td>8:30 – 9:00am</td>
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<td>9:00 – 9:15am</td>
<td>Welcome</td>
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<tr>
<td>9:15 - 12:00pm</td>
<td>Completion &amp; analysis of the DISC Dimensions of Behavior instrument</td>
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<tr>
<td>12:00 – 1:00pm</td>
<td>Networking Lunch (lunch provided)</td>
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<tr>
<td>1:00 – 4:00pm</td>
<td>Exercises in communication style and working effectively with other styles</td>
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**Description:** Different communication styles have different effects on people. Some approaches tend to aggravate situations into problems while other styles foster open discussion and lead to solutions. Our tendency is to use the styles we’re most familiar with, whether or not they fit the situation.
<table>
<thead>
<tr>
<th>Session 3</th>
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<tbody>
<tr>
<td><strong>Communication &amp; Problem Solving</strong></td>
<td>Registration &amp; Continental Breakfast</td>
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<tr>
<td>Lenny Borer, Skills Trainer and Consultant</td>
<td>Welcome</td>
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<tr>
<td>Session 2 is a prerequisite for attending</td>
<td>Building communication skills, problem solving, resolving conflicts</td>
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<tr>
<td>Friday, November 15, 2013</td>
<td>Networking Lunch (lunch provided)</td>
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<tr>
<td>Location: Lewis and Clark College</td>
<td>Developing a team, group decision making</td>
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<td>$75 per participant</td>
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**Description:** Building upon the skills learned in Session 2 you will learn appropriate communication skills to use in challenging situations that require problem solving and resolving conflicts. Skills used to develop a team environment and group decision making are also introduced.

<table>
<thead>
<tr>
<th>Session 4</th>
<th>Agenda</th>
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<tbody>
<tr>
<td><strong>Effective Supervisory Practices</strong></td>
<td>Registration &amp; Continental Breakfast</td>
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<tr>
<td>Karen O'Connor</td>
<td>Welcome</td>
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<tr>
<td>Andrea H. Thompson</td>
<td>Hiring and Interviewing Techniques</td>
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<tr>
<td>Stoel Rives LLP Attorneys at Law</td>
<td>Wage &amp; Hour Basics</td>
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<tr>
<td>Friday, December 6, 2013</td>
<td>Effective Performance Management</td>
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<td>Location: George Fox (Tigard Campus)</td>
<td>Networking Lunch (lunch provided)</td>
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<tr>
<td>$75 per participant</td>
<td>Morning Q&amp;A</td>
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<td>Theories of Discrimination, Harassment and Retaliation</td>
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<td>Disability Accommodation and Leave Best Practices</td>
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<td>Termination and Separation Agreements</td>
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<td>Afternoon Q&amp;A</td>
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**Description:** Practical overview of key employment issues and tools for college and university employee management. 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

**United by Differences**  
Lou Radja, Social Entrepreneur & Global Motivational Speaker  
**Location:** Reed College  
$75 per participant

**Description:** In today's smaller, flatter and multicultural world, it is imperative that we fully grasp and understand diversity. Colleges, universities and even high schools all over the world recognize the value of preparing global citizens who can lead in a diverse world, who are culturally competent, and will capitalize on the opportunities diversity brings. To embrace and value the diversity our world has to offer, we must first embrace and value it in ourselves. Diversity starts with me! United by Differences is a comprehensive, fun, and transformational presentation that will help academic leaders become culturally competent global citizens. Because learning is a two way street, the presentation in an interactive style to engage participants. United by Differences is presented in a safe environment in order to encourage open dialogue and discussion on cultural and interpersonal differences without being judged.

### Session 6

**Emotional Intelligence and Employee Coaching**  
Carl Casanova, Consultant

**Location:** University of Portland  
$75 per participant

### Agenda

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<tr>
<th>Time</th>
<th>Session 5</th>
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<tr>
<td>9:00 - 9:15am</td>
<td>Welcome</td>
<td>Welcome</td>
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<tr>
<td>9:15 - 12:00pm</td>
<td>Program</td>
<td>Emotional Intelligence</td>
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<tr>
<td>12:00 - 1:00pm</td>
<td>Networking Lunch (lunch provided)</td>
<td>Networking Lunch (lunch provided)</td>
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<tr>
<td>1:00 - 4:00pm</td>
<td>Program</td>
<td>Employee Coaching</td>
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### About the presenters:

**Robin Rose**
Robin Rose is a renowned trainer, speaker and consultant who teaches people how to bring their best selves forward. She delivers information, training, and tools that help us understand how our brains work, how to think clearly, and how to communicate effectively - empowering people with immediately useful tools that allow them to move beyond the limited reactions of the survival brain back to their thinking brain.
Lenny Borer
Lenny Borer 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 & 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 and public agencies throughout Oregon, Washington and California.

Stoel Rives LLP Attorneys at Law
Karen O'Connor
Karen O'Connor 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.

Stoel Rives LLP Attorneys at Law
Dre Thompson
Andrea Thompson 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, Andrea also counsels employers on a variety of litigation prevention strategies. In addition, Andrea 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.

Lou Radja
A true Social Entrepreneur, Lou Radja continues to work tirelessly to improve the lives of many across the globe. A recognized Motivational Speaker and founder of Lou Radja Enterprises, Mr. Radja has addressed and engaged global citizens all over the world on Leadership, Diversity, Service and Personal Development. As Executive Director of EduCongo, a U.S. based nonprofit organization; Lou's energy is devoted to generating awareness and support to provide quality education for over 2,000 underprivileged children in the Congo. More information is available at www.louradja.com.

Carl Casanova
Carl has served for over 20 years in the human development profession — as a certified seminar leader and keynote speaker, mental health therapist, teacher and Executive Professional Coach with Fortune 500 Companies. Carl holds a Master of Science Degree in Counseling Psychology from Oregon State University. Carl is the author of "What Every Successful Person Knows", "Help I Am Angry", and co-author of "Blueprint for Success" with Ken Blanchard and the late Dr. Stephen Covey. Carl is renowned for his motivational style and commitment to organizational professional development. As well as founding New Vibe Training, LLC he is an adjunct professor at Portland State University, Multnomah University, and Portland Community College teaching communication, coaching, and business classes. Carl is passionate about inspiring individuals and organizations to achieve excellence and realize ongoing success.

About WVHEHR

In the early 1990's, the Human Resource Directors in 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 our participating institutions. In addition, for the past eleven years we have been providing annual management development seminars for supervisors and managers.