

As part of a multi-organization committee made up of the Brandon Chamber of Commerce, Economic Development Brandon, and Entrepreneurship Manitoba, we are seeking presenters for the 2018 Westman Human Resources Conference that will take place on **Wednesday October 10<sup>th</sup>, 2018** in Brandon, MB. This full-day conference is targeted to small and medium sized enterprises/businesses (SMEs) that deal with employees on a daily basis but do not have dedicated HR staff. Though not the primary audience, HR professionals will be a secondary market for the conference.

The content and strategies shared during the conference should supply attendees with information, tools, as well as practical easily implemented strategies that can be taken back to the workplace and put into practice. Therefore hands-on workshop sessions are not only welcome, but are encouraged.

It is anticipated that the conference will run from 8:30 am – 4:15 pm, with two one-hour keynote presentations, a morning breakout session and an afternoon breakout session. The breakout sessions are proposed to be two hours in duration so that presenters are able to dive deeper into the materials rather than just skimming the topic they are presenting on. The committee is seeking proposals from speakers to deliver presentations that align with the objectives below and target audience. It is anticipated that each of the break-out sessions will not exceed 60 attendees. There is a requirement for all selected presenters to provide their electronic presentations a minimum of two weeks in advance of the 2018 Westman Human Resources Conference. Presentations will not be shared electronically with attendees, unless the presenter grants permission for us to do so. Event organizers will make hard copies of the final presentations to provide to attendees the day of the event. The session topics that we are looking for are as follows:

### **I'm a Supervisor Now....What About my Friends?**

The transition from peer to supervisor can be a challenge, especially when there are established personal relationships. This session will provide strategies on how to reset the relationship at work (including on social media) and establish boundaries when you have transitioned from peer to supervisor. The session will also explore the do's and don'ts of being a "supervisor" and the potential impacts if you don't draw the line.

### **Addressing Toxic Environments in the Workplace**

Toxicity in the workplace can have significant consequences on employee morale as well as overall health as a result of ongoing stress. Failure to address toxic situations can further harm your workplace and challenge your credibility. This workshop will help you to recognize where toxic areas may exist in your organization and steps to take to tackle it head on. The importance of addressing a poisonous work environment early will be explored as well as the impacts if you don't.

### **Comfort with Conflict**

Managing conflict proactively can result in many benefits in the workplace. Conflict can open our eyes to new thinking and opportunities to strengthen peer to peer and team relationships. This workshop will help managers identify conflict. Participants will learn tangible techniques on how to effectively manage conflict in a positive way to improve the workplace and ways to manage those difficult discussions. This workshop will also speak to the implications of ignoring conflict.

### **Cannabis Legalization and Policy Development**

The legalization of cannabis may present challenges for employers that don't have adequate policies to manage potential issues. Are you able to identify impairment and if so, what legal recourse to you have as an employer to address it? This workshop will help employers develop new policies or revise existing policies to manage substance

abuse as a whole. Included in the workshop will be dedicated time to develop policy in addition to identifying the need for other supporting policies.

If you are interested in being considered as a presenter for the 2018 Westman Human Resources Conference, please submit a written proposal that includes at a minimum the following information:

1. Your contact information.
2. An overview of your experience related to the topic(s) being presented and your experience as a presenter.
3. Name and description (suitable for event promotion materials) of the session(s) you are proposing.
4. How the session meets the objective of providing predominantly SMEs with practical and implementable solution focused HR tools.
5. Whether the presentation has been offered previously in Brandon and if yes most recent date the session was offered.
6. If any of your past presentations are on YouTube or comparable source that would enable us to get a feel for your presentation style, please provide a link.
7. A minimum of two professional references from attendees of your previous presentations/ workshops.
8. Duration of time required / desired for the session.
9. Any special set up needs including any specific equipment required for the session.
10. Confirmation of whether your presentation can be shared in electronic format with event attendees. Hard copies of all presentations will be provided to attendees.
11. If applicable, any fees that include all costs associated with your session (mileage, accommodations, materials, etc.)
12. If you have other presentations that you feel may be of interest to our target audience, please feel free to include information on the various topics as alternates for consideration by the organizing committee.

**Deadline for submissions is 5 pm on March 2<sup>nd</sup>, 2018.** Email submissions to Deb Day at [econdev@brandon.ca](mailto:econdev@brandon.ca).

If you desire any further information or clarification regarding this request for speakers, please contact Karen MacDonald at [macdonaldk@brandonu.ca](mailto:macdonaldk@brandonu.ca).