





Management Today™: Workplace Updates

IPM Spring Conference • HALIFAX • May 3, 2017

9:00 a.m. to 4:00 p.m. (Continental Breakfast at 8:30 a.m.)

Best Western Plus Dartmouth Hotel & Suites, 15 Spectacle Lake Drive, Dartmouth

Cost for the **Full Day Conference** includes breakfast, lunch, two coffee breaks, all sessions and handout materials.



Early Bird Registration:

Payment and registration must be received by **February 17, 2017**.





Sponsored by: Association of Professional Recruiters of Canada • Canadian Management Professionals Association • Canadian Association of Assessment Specialists • Canadian Professional Trainers Association

Get your registration in by **February 17, 2017**and become eligible to
win training programs worth \$1000!

Kyle MacIsaac

Today's Critical Issues in Employment Law

Kyle MacIsaac, LL.B, Associate, McInnes Cooper

Managing people today in a truly diverse and changing world has its challenges. The legal landscape for employers continues to evolve. This presentation will address tips and recent developments in the following areas:

Accommodating Invisible Disabilities — How to respond to mental health issues in the workplace

- · How to identify mental health disabilities
- · When do mental health issues become a disability
- How should employers respond to mental health related disabilities
- · Undue hardship in the face of mental disability

Medical Marijuana — The dawn of a new workplace problem or business as usual?

- · What will the legalization of marijuana in Canada look like?
- · How will this affect Canadian workplaces?
- How and what can employers do to prepare for and respond to this development?

The Work of Leaders: Connect to Real-World Demands

Murray Janewski, MBA, President, ACT One International Corp.

Based on best practices, "The Work of Leaders" connects to real-world demands, generating powerful conversations that provide a clear path for action.

Using the framework of Vision, Alignment and Execution, The Work of Leaders encourages leaders to understand their own leadership behaviours and how those behaviours will impact their effectiveness in leading others. It's an opportunity for leaders at all levels of learning to reflect on how they approach each step of their work. In addition, it encourages reflection and discussion about the team and the organization.

Participants will come away with both the insight and the actions to be able to grow as a leader and to grow their teams.



Effective Telephone Communication: Perfecting the Art

Mary Jane Copps, The Phone Lady - Author, Speaker, Facilitator

Everyone in your organization has one thing in common. They need to clearly and succinctly communicate by phone with others. Phone conversations continue to play a vital role in business communication, but being effective and efficient requires specific skills.

This dynamic session will help you get your team on track to becoming better communicators. Gain valuable insights on how to leave the right messages that get returned, inspire conversation and gather information. Learn how to work more effectively with specific challenges such as the constant talker, background noise, etc. Discover how to combine email and phone conversations for maximum impact ... and more.



Mary Jane Copps

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Charmaine Hammond

Communicating for Success and Results: Difficult Conversations

Charmaine Hammond, President, Hammond International Inc., Speaker, Consultant

Communication is one of the most common challenges that we all face. This presentation provides you with practical and tactical skills and tools that you can implement immediately for positive results, less drama and better results... the courageous dialogue. Learn how to reduce your own anxiety and help to generate a positive and productive outcome for all parties involved.

Whether the situation involves providing feedback about sensitive issues, correcting performance or conveying bad news, this presentation will help you communicate for success and results up, down and across the organization.

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Book Today and Save!

Early Bird Registrations:

Payment and registration received by February 17, 2017

Members of APRC/CMPA/CAAS/CPTA & Students: \$139 plus HST per person (**\$159.85**)

Non-Members/Guests:

\$159 plus HST per person (**\$182.85**)



Early bird registrants qualify to win management training programs worth \$1000!

Don't wait for the last minute to reserve your place. Get involved and stay on top of your field and your industry.

Regular Registrations:

Payment and registration received after February 17, 2017

Members of APRC/CMPA/CAAS/CPTA & Students: \$199 plus HST per person (**\$228.85**)

Non-Members/Guests:

\$219 plus HST per person (\$251.85)

Register three (3) participants from the same organization at the same time and the 4th attends free!

More information and registration: **www.workplace.ca** and click on "Events" *OR* fill out the registration form below.

FAX-BACK REGISTRATION FORM 1-866-340-3586

For further details, call 1-888-441-0000 Management Today™: Workplace Updates Halifax: May 3, 2017			or Mail to: IPM – Institute of Professional Management 2210-1081 Ambleside Drive Ottawa, ON K2B 8C8			
Name*			Title			
Company			Address			
City		Provir	Province		Postal Code	
Telephone	Fax		Email			
PAYMENT INFORMATION OPTION 1: VISA MASTERCARD EXPIRY DATE (MM/YY) CARD # CODE			ATTENDEE INFORMATION: Number of colleagues registering with you on this form: *Names:			
Card Holder's Name:						
Signature: (not valid without an authorized signature)						
OPTION 2: CHEQUE (enclosed, made payable to IPM) Don't forget to add the 15% HST (Our GST #: 892341421RT0001)			APRC/CMPA/CAAS/CPTA Members & Students (x) Non-Members & Guests (x)			