# **74 IPM**

Institute of Professional Management

## **Management Tools for Today's Workplace**

## IPM Annual Conference • HALIFAX • May 2, 2018

## workplace

### 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 16, 2018.

Get your registration in by February 16, 2018 and become eligible to win training programs worth \$1000!

Canadian Management Professionals Association • Canadian Association of Assessment Specialists • Canadian Professional Trainers Association

Sponsored by: Association of Professional Recruiters of Canada •

CPTA



Michael Murphy



This session will provide an overview of recent developments in three major areas that impact your organization. Highlights: Workplace harassment & bullying:

- · Review the impact of workplace harassment and bullying and how to avoid the costs such conduct generates
- · Gain the skills to identify and determine when you should intervene
- · Learn how to respond effectively and proactively to meet your legal obligations to provide a safe workplace free of harassment and bullying
- Discover the five key steps to investigate harassment and bullying when it does occur
- Cannabis: A burning topic for every employer

The pending legalization of recreational cannabis is driving the stigma down, and the usage of both recreational and medical cannabis up. Review the latest legal developments around cannabis at work.

Atlantic Immigration Pilot Program

Canada's latest census numbers are clear: we need workers. Obtain a brief update on the Atlantic Immigration Pilot and how it's helping Atlantic Canadian employers hire the employees they need.

## Succession Planning: Make it Work!

Tony Case, PhD, Senior Consultant, Knightsbridge Robertson Surrette

Why do it? Succession planning is different than having an immediate replacement plan. Having a good plan in place also decreases risk of the organization by being able to provide the same level of business to your clients and stakeholders.

Best practices Review the list of things to be done to achieve your goals. Discuss how to design your plan so it aligns with your business strategy and it is made to be just as important.

Lessons learned Obtain insights on how other organizations have succeeded in developing the right plan and key factors to success. Discover simple tools to get started now.

## Mindfulness at Work: Training our Minds to Pay Attention

Michelle Lane, Leadership Catalyst & Principal, Vibrant Leaders

Our minds naturally wander- we do it about 50 percent of our waking moments. For leaders and organizations, the impact on executive functioning skills such as problem-solving and decision making are areas worthy of focus and attention.

Our minds, just as our muscles, can be trained. The practice of mindfulness and the capacity it offers to cultivate present moment awareness provides an opportunity to train our minds to pay attention. In the process, we strengthen our ability to pay attention in a mindful way and learn to more readily return to focus on the task at hand when our minds wander. Discover the art and science of mindfulness, some of the research findings about its impact in the workplace and experience a few simple ways of applying mindfulness - for yourselves and your organizations.

## Power Through that Laundry List: Steer your teams to project delivery!

Judith Richardson, CEO & Principal, PONO Consultants International and Cynthia Giles, Founder & CEO, Capstone Project Solutions Inc.

Guide your teams to actively and clearly deliver their projects. You'll get some real-life inspiration and tools to power through your laundry list of to-do's with clarity, focus and purpose. Discover how to apply some of the principles and processes of Project Management and Change Management to simplify tasks, take control and simply empty your inbox!

- · Explore the 3 essentials of managing projects and apply to everyday to-do lists
- · Draw on your power to influence, inspire and develop collaborative skills and strength
- · Examine the role of leaders as change agents and catalysts for organizational growth
- · Befriend "resistance" to change
- Discuss strategies for developing a results-focused organizational culture









Michelle Lane





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## **Book Today and Save!**

#### Early Bird Registrations:

Payment and registration received by February 16, 2018

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

#### **Non-Members/Guests:**

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

#### **Regular Registrations:**

Payment and registration received after February 16, 2018

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

## **Non-Members/Guests:**

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



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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.

Register three (3) participants from the same organization at the same time and the 4<sup>th</sup> 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

or

#### For further details, call 1-888-441-0000

Management Tools for Today's Workplace Halifax: May 2, 2018			Mail to: IPM – Institute of Professional Management 2210-1081 Ambleside Drive Ottawa, ON K2B 8C8			
Name*			Title			
Company			Address			
City		Provii	Province		Postal Code	
Telephone	Fax			Email	I	
PAYMENT INFORMATION   OPTION 1: VISA   MASTERCARD				ATTENDEE INFORMATION: Number of colleagues registering with you on this form:		
CARD #	CODE		*Na	ames:		
Card Holder's Name:						
Signature:(not valid without an author	ized signature)					

**OPTION 2:** Company cheque, bank draft or money order enclosed made payable to IPM.

### APRC/CMPA/CAAS/CPTA Members & Students (x\_\_\_\_\_)

Non-Members & Guests (x\_\_\_\_\_)

Don't forget to add the 15% HST (Our GST #: 892341421RT0001)

NOTE: Payments MUST accompany registrations. Space is limited so to avoid disappointment, REGISTER NOW!