

**TRIBAL HUMAN RESOURCES DEVELOPMENT SERIES**  
**Great Wolf Lodge - October 14 ~ 17, 2008**

**AGENDA**

**Tuesday, October 14**

8:30 AM      **Registration**

9:00          **Welcome**

9:15 - Noon    **THE HR BUDGET MATRIX**

Learn the art of budgeting and how to measure your Return on Investment (ROI). This 4 hour session will give you a matrix to illustrate how your budget works and how you need to quantify your budget so that you can show the “powers that be” the Return on their Investment for the Human Resource Department. This session will cover:

- HR budgets
- Develop your own matrix
- See how the numbers can show your ROI
- Using ROI to effectively state your case

Noon          **Networking Lunch**

1:00 – 4:30    **THE POLITICS OF HR** (or Communicating the HR Role)

The Human Resource department is pulled in many directions, between tribal governments, tribal business operations and personnel. How do you “play” the political game and keep the HR department professional and on course. This session will cover:

- Confidentiality – demands protection
- Defining the politics
- Credibility in HR: what matters the most?
- Communicating effectively the HRs department’s role & purpose
- How to handle difficult interactions- including disagreements
- Building credibility through effective interactions.

**Wednesday, October 15**

9:00 AM - Noon **WORKERS COMPENSATION AND RISK MANAGEMENT**

What are your policies and procedures for worker’s compensation and risk management? Are there areas you need to be worried about? How do you protect the tribe and protect the employee? This session will cover:

- Policies and procedures
- Minimizing your losses
- Finding the right plans for your operations
- What are the hotspots in workers compensation & risk management?

Noon          **Luncheon Speaker**

## Wednesday, October 15 - Continued

### 1:00 – 4:00      **COMPENSATION and BENEFITS**

This session covers the topics of compensation and benefits current with the latest trends. This session will enable attendees to get more familiar with current issues and trends in the following areas:

- Base Pay, job analysis, salary ranges
- Incentives, pay for performance, merit pay, performance management
- Benefit checklists, benefit plan, annual reporting
- Benefit plan disclosure requirements
- Using benefits/compensation to slow turnover & retain good employees

## Thursday, October 16

### 9:00 – 4:00      **STRATEGIC PLANNING**

Strategic planning is developing an overall vision that will achieve the goals and objectives, then devising a formal method to transform the vision and goals into results. Every HR department from time to time needs to develop a plan to help prioritize the development of the department. This all day session is “hands-on” to help you come away with a plan for your organization.

- Components of an effective plan
- Current trends in the work force and how they effect your plan
- What is the value to thinking strategically
- Setting the priorities for your HR Department
- Establishing objectives and measuring results
- Predicting best and worst case scenarios
- Writing techniques for a sound plan that delivers results

## Friday, October 17

### 9:00 AM – 4:00 PM ( Noon lunch break)

#### **EFFECT OF THE ECONOMY**

The economy affects all aspects of hospitality and tribal operations. How do you creatively balance the budgets during slow periods while maintaining high moral? You will learn creative ways HR professionals successfully operate during a slowed economy.

- The state of the economy, statistics and what it means for the next 18 months
- Scheduling and re-alignment of work force
- Professional learning and development programs
- Personal learning & development programs – creative deals with other companies to create economic win –win
- Programs to give back to surrounding communities