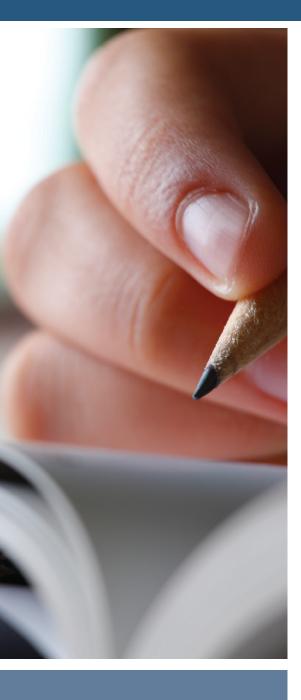
Personnel Management Academy





DAY 1 - TUESDAY, DECEMBER 4

9:00 am Check-In

NYS School Boards Association Conference Center, Latham, NY

10:00am Welcome Remarks

10:15am Hiring & Interview Techniques and Effectively

Communicating with Employees

Michael DeMott and John Schiess, Barry Consulting Services

11:15am Break

12:30pm Academy Luncheon

1:30pm Conducting Employee Evaluations

Michael DeMott and John Schiess, Barry Consulting Services

2:45pm Break

3:00pm Civil Service Legal Issues

Jay Girvin, Esq., Girvin and Ferlazzo, PC

4:30pm Break

4:45pm Managing Your Boss and Other Stakeholders

Michael DeMott and John Schiess, Barry Consulting Services

6:00pm Closing Remarks

6:30pm Dinner

The Century House

DAY 2 - WEDNESDAY, DECEMBER 5

Breakfast service at the Comfort Inn begins at 6:30am for those staying overnight

7:30am Registration/Welcome

8:00am Difficult Conversations

Rachel Rissetto, Human Resources Director, Hudson City Schools

9:30am Break

9:45am Progressive Discipline

Rachel Rissetto, Human Resources Director, Hudson City Schools

11:15am Civil Service Law Round Table

Jennifer Wells, Human Resources Manager, Syracuse City School District

12:30pm Lunch

1:30pm Closing Remarks & Awarding of Academy Certificates