

2017 National Training Institute Office Manager/Administrative Staff Group “OM Group” Agenda

SUNDAY, JULY 30, 2017

OM Participants are invited to attend Sunday events (including the Trade Show and lunch) if their travel schedule allows.

- 1:00 – 2:30 PM **C/SC Group Opening Session**–*Rackham Auditorium*
Welcoming Remarks – Todd Stafford
Implementing the New EEO Plans – Robert L. Duston
- 2:30 - 3:00 PM **Refreshment Break**
- 3:00 - 5:00 PM **C/SC Group Opening** – *Rackham Auditorium*
Retaining an “Older Workforce” While Attracting “Engaged, Career-Driven Youth” – L. Joe Shorter, Ph.D.
Two questions that should be at the forefront of workforce conversations are: what percentage of your workforce are planning to retire in the next five to ten years; and what impact will it have on your organization? Employers and Locals/JATCs will need to focus on slowing the exodus of older workers whose skills and knowledge are of great value, while hiring and preparing younger successors to perform critical roles - learning as much as possible before those expert resources leave the workplace. Successful employers will help younger employees acquire skills and gain experience (apprenticeship programs) that is progressively challenging and rewarding with benefits beyond the paycheck.
American Apprenticeship Initiative Grant – Pre-Apprenticeship Model Update – Steve Anderson
- 5:30 PM **Group Photograph** – *Hill Auditorium*
- 5:45 PM **Opening of the 2017 National Training Institute** – *Hill Auditorium*
- Immediately Following: **Welcome Reception** – *Ingalls Mall* (next to Hill Auditorium)
Reception is a relaxed, informal atmosphere.

MONDAY, JULY 31, 2017

North Quad – Ehrlicher Room (3100) or as noted

- 8:00 – 9:30 AM **Employment and Re-employment Rights of Apprentices with Military Service Obligations** – Nora Leyland
The Uniformed Services Employment and Reemployment Rights Act of 1994 provides two sets of protections for employees and applicants with military service obligations: (1) a number of re-employment entitlements for employees; and (2) protection against discrimination related to military service obligations for employees and applicants. In this session, we will focus on your JATC’s responsibilities to applicants and indentured apprentices with military service obligations under USERRA. We will also talk about the specific rights of your apprentices under USERRA, as well as the responsibilities they must meet to qualify for re-employment benefits. Because JATCs function in the construction industry, your obligations under USERRA, as well as those of your apprentices, may be much broader than you, and/or they, realize. Come and learn what’s expected of you, what your apprentices are entitled to, and what they need to do to earn those entitlements. In addition, we’ll talk about what the JATC needs to do to avoid discriminating on the basis of past, present or future military service obligations.
- 9:30 – 9:45 AM **Refreshment Break**
- 9:45 – 11:15 AM **Understanding “Continuous Candidates” and the Global Competition for a Talented Workforce** – L. Joe Shorter, Ph.D.
The United States currently ranks 6th out of 75 countries, likely to support higher volumes of contingent hiring, based on quality and productivity, with greater cost efficiency and ease of doing business. But, there is a new category of employee - the "Continuous Candidate" - which accounts for nearly one-third of all potential employees across the globe. A resulting "revolving door for employees" is one of the biggest threats to business stability. Learn the profile of the "Continuous Candidate" and how to become an employer of choice to this third of the potential workforce.
- 11:15 – 11:45 AM **Utilizing Helmets to Hardhats as an Effective Way to Recruit Military Veterans** – Bill Mulcrone
Helmets to Hardhats gets 1,300-1,800 Veterans and Active Duty Military a month creating a profile with Helmets to Hardhats. Discuss how to post apprenticeship opportunities on Helmets to Hardhats job board. Discuss how to search Veteran profiles in jurisdiction.

11:45 AM – 12:45 PM **Lunch - Michigan League**

12:45 – 2:00 PM **What you Need to know about Insurance** - Jared Burrell
This session will go over the basics of what insurance the JATC needs and how it protects the students, staff and trustees. We will also review how HR procedures can prevent claims and create better work environments.

2:00 – 2:30 PM **The Administration of the Blended Learning System** – Greg Greiner

2:30 – 2:45 PM **Refreshment Break**

2:45 – 4:30 PM **Let's Talk About It: Communication Tips and Tactics** – Marie Arcidiacono

MLB Auditorium #4

TUESDAY, AUGUST 1, 2017

North Quad – Ehrlicher Room (3100) or as noted

8:00 – 9:30 AM **Recruitment, Outreach, Retention of Minority and Female Applicants Panel** – moderated by Robert L. Duston
MLB Auditorium #4

9:30 – 10:00 AM **Refreshment Break**

10:00 – 10:30 AM **New Online Bookstore and Paperless Invoicing** – Steve Strickland and Alison Schinner

10:30 – 11:45 AM **Roundtable with Executive Director** – Todd Stafford

11:45 AM – 12:45 PM **Lunch – Michigan League**