OVERVIEW AND INTRODUCTION (Judy Marcucci)
Our purpose for organizing this inaugural conference is to educate and share best practices to those of you who are key to the success of your departments and ultimately to the businesses you are employed.

Celebrating her 12th year with the Lee County Clerk of Courts, Judy Marcucci is a Human Resource Generalist. She holds both her PHR and SHRM CP certifications in Human Resources. Judy, while currently the President of SHRM SWFL, has held several positions on the Board. SHRM SWFL is a local chapter of professionals whose mission is to support, serve, and strengthen Southwest Florida employers by offering training, development, and networking for Human Resources professionals and the business community.

THE ESSENCE OF EVERYDAY LEADERSHIP (Mark Kolack)
Within the heart of every supervisor is a great leader and each day we have the challenge and opportunity of bringing that one to our workplace and staff. However, often times whom we are being has more of an impact on results than what we do. Takeaway some powerful insights on how to mindfully and emotionally show up as the leader your authentic self-know and love.

As a leadership coach and training executive with over 35 years’ experience working in government, education and business, Mark is the principal of HEARTBiz Consulting. He assists individuals and organizations to connect with the heart of themselves, their businesses and their communities in order to create prosperous and sustainable results. Mark has been a Naples resident for almost 2 years. He is a futurist thought leader committed to being a contribution to his new friends and clients in Southwest Florida.
EMPLOYMENT LAW 101 FOR SUPERVISORS  (Suzanne Boy)

The complex and varied web of employment laws can make management and prevention of problems difficult for supervisors, who are the first line of defense for an employer. Thorough knowledge of employment laws, early recognition of issues, and swift problem solving is key to reducing exposure to the many employment claims so prevalent today. This presentation will discuss the basic employment laws every supervisor should know, including laws regarding discrimination, harassment, retaliation, disability/medical issues, social media, and performance management. Attendees will learn many workplace pointers and methods to help avoid issues that commonly result in lawsuits by employees.

Suzanne Boy is an employment lawyer at Henderson Franklin in Fort Myers, Florida. Suzanne is passionate about assisting her business clients with all aspects of employment law and HR-related issues. Suzanne regularly assists her clients with employee handbooks; wage/hour audits; supervisory training; and employee termination, leave, and disciplinary issues, and she strives to help clients proactively and cost-effectively resolve workplace issues. When litigation cannot be avoided, Suzanne represents her clients in employment litigation, including Title VII, ADEA, ADA, FLSA, FMLA, whistleblower statutes, and all types of retaliation. She frequently speaks to businesses and professional groups on various employment matters, and serves as the lead writer of the firm’s employment law blog.

INTERVIEWING TECHNIQUES  (Patty Stanczik)

The goal of a structured job interview is to identify and select the candidate who is the best fit for your company. Your ability as a supervisor or manager to conduct an effective interview is one of the most important aspects of hiring. We will review techniques and the dos and don’ts of interviewing.

Patty Stanczik is a District Manager for Kelly Services in SW Florida, my role is to manage operations to ensure that Kelly candidates are exposed to a variety of companies, career paths, and opportunities wherever talent will be most recognized and rewarded. Positions range from entry-level through Ph.D., in part- and full-time, contract, project-based, or direct-hire roles.
DELEGATION:  HELP. I NEED SOMEBODY. HELP  (Keith Grossman)

In this over-committed, no-time-to-do-anything world, we all need a little help. Sometimes your workload is simply too much for one person to bear. That's why delegation is so important to not only do, but to do right.

In this presentation, you will learn:
1. How to decide what to delegate
2. How to communicate tasks and objectives
3. How to follow up without stepping in

Keith Grossman

Keith Grossman helps individuals and businesses negotiate and manage conflict more comfortably. Keith is a Collaborative Attorney, a Family and Circuit Civil mediator certified by the Supreme Court of Florida, an Arbitrator qualified by the Florida Supreme Court, and an educator. He works with teams and with individuals one-on-one helping improve collaborative and negotiation skills and strategies.

MAKING PERFORMANCE EVALUATIONS MEANINGFUL  (Christy Sushil)

Performance management is a major part of your responsibility as a supervisor. Learn to deliver feedback comfortably and confidently in order to develop workable solutions. Equip yourself to conduct performance evaluations that net positive results and improved supervisor-employee relationships.

Christy Sushil

Christy Sushil is an HR Generalist for the Lee County Clerk of Courts. She attended the University of Houston and graduated from Massey Business College. Christy holds her SHRM-SCP and HRCI SPHR certifications, along with the Certified Public Manager designation through the State of Florida and FSU.
**COACHING** (Angela Pruitt)

Beyond the yearly performance review, what can be done to develop your employees? Coaching! Coaching is a different approach to working with your staff to help them reach their highest potential. Good coaching involves building a relationship of mutual trust and following a clear communication process. Tips and techniques will be provided to implement a coaching model.

Since August 2014, Dr. Angela Pruitt has served as the Chief of Human Resources for the School District of Lee County. She has a doctorate in Organizational Psychology, holds SHRM-CP certification and Project Management certification. Before taking on her current role, she served as the superintendent of the City of Cape Coral Charter Schools.

**PROGRESSIVE DISCIPLINE AND DOCUMENTATION** (Andy Brown)

The presentation will highlight some of the most salient employee discipline issues for front-line supervisors and briefly review the SDLC progressive discipline approach and model.

Andy Brown, MSeD. has worked as both a Coordinator and Director in the School District of Lee County’s (SDLC) Department of Professional Standards and Equity since 2012. He has significant experience in employee discipline documentation and training, employee investigations, due process hearings at the local and state levels, grievance process and the application of statutes, administrative codes, Board policies, and collective bargaining agreements as related to employee discipline.