



**October 2015**

# Dulles SHRM - Your Chapter of Choice

## INSIDE THIS ISSUE

**2015 Annual Sponsor**

**President's Message**

**Upcoming Events:**

October Discussion Group, Fall Seminar, October Chapter Meeting

**SHRM Scholarship**

**Article: The Tough Conversation**

**Monthly Education Winner, Welcome New & Returning Members**

**Get Involved**

Embry Rucker, SHRM Foundation, Women Giving Back



## 2015 Annual Sponsor



**Proforma Screening Solutions is a leading background screening company. Founded by industry veterans and leaders with deep and broad background screening experience, Proforma sets the standard for compliant, accurate, and cost-effective programs.**

**We understand your risks and address your screening requirements with solutions that automate compliance, build a culture of trust and safety, and reduce the risks of negligent hiring. Proforma offers complete and affordable screening solutions that result in actionable information to drive better employment-related decisions.**

**[Contact Us](#)**



## President's Message

By Courtney Nicholson



I hope you will join us for our Annual Fall Seminar on October 16<sup>th</sup> - *Being A Strategic HR Business Partner – Much Easier Said Than Done...But Can Be Achieved!* An exceptional program has been designed to help you sharpen your business acumen and provide some insights on being a strategic partner to your organization. Project management, financials and the critical components of being a strategic HR professional. And, we will of course offer strategic/business continuing education credits. Not to be missed!

Our monthly Chapter Meeting on October 21<sup>st</sup> will be hosted by the George Mason University SHRM Chapter. One of Dulles SHRM's most important initiatives is to partner with and mentor the local student chapters. Please join us for a presentation on the business case for seasoned employees and lend your experience and expertise to an eager group of upcoming HR professionals as you network with the students from GMU.

In the spirit of learning and sharpening your career skills, Dulles SHRM is here to support you. Our Annual Scholarship Program is posted in this newsletter (please apply!) and at each Chapter Meeting we raffle a \$100 educational gift certificate. We look forward to seeing you as you pursue life-long learning and build relationships through Dulles SHRM.



## Upcoming Events – October Discussion Group

### Strengthening Influence to Become a Strategic Business Partner

Thursday, October 1, 2015  
7:30am. to 9:30a.m.

Some business executives view HR as a transactional business function that doesn't provide much value to the organization. They view HR as a cost-center and continually look for ways to reduce HR's budget and personnel. Strengthening your ability to influence your partners and your team is a great first step to demonstrating the value your team can provide.

Come prepared to discuss the following:

- Tips for planning an influence campaign
- Ways to get your team committed to become better partners
- Ideas for bridging communication gaps
- Traps to avoid as an advisor to your organization

Our Facilitator is Gus Lawson



There is no fee for attendance. Due to limited seating advance registration is required [Register Now!](#)

Location: BB&T  
3975 Fair Ridge Dr, Suite 225  
Fairfax, VA 22033

## Dulles SHRM Annual Fall Seminar

*Friday, October 16, 2015 7am to 1pm*

*The Waterford at Fair Oaks  
12025 Lee Jackson Memorial Highway  
Fairfax, VA 22033*



How many times have you heard that HR needs to be a strategic business partner? Join us to review best practices, strategies and executable ideas in sharpening your business partner relationship.

You will gain an understanding of what being a strategic contribution is, how the role is achieved and how it truly aligns with the vision/mission of your organization. We have 3 great presentations:

- Secrets from a PMP in Managing HR Projects
- Business Financials for HR Professionals
- Being a Strategic Business Partner

HRCI & SHRM PDP Credit Available

Registration – \$75 Members, \$125 Non-Members/Guests

Special Registration Offer for Non-Members & Guests:  
Become a Dulles SHRM Member & Fall Seminar Registration \$115

**[Review Our Speaker Lineup & Register](#)**

# Upcoming Events – October Chapter Meeting

## The Business Case for Recruiting & Retaining Workers Age 50+

Presented by the GMU SHRM Student Chapter

Wednesday, October 21, 2015  
5:30pm to 8:00pm

The purpose of this presentation is to deepen understanding within the Human Resource profession of the expertise associated with older adults and their genuine interest to be active members of the workforce.

Benefits of developing strategies focused on recruiting and retaining 50+ workers:

- ✓ 50+ workers have the soft skills employers say they need.
- ✓ 50+ workers are more motivated than younger workers.
- ✓ 50+ workers are more loyal and more likely to stay with their company than younger workers.
- ✓ 50+ workers are more loyal and more likely to stay with their company than younger workers.
- ✓ 50+ workers are the new normal
- ✓ 50+ workers have a “strong capacity and willingness to learn new tasks, processes and technologies.”

### Learning Objectives

- Increase HR professionals awareness of quantifiable research and reporting about 50+ workers
- Familiarize HR professionals with the unique skill sets of 50+ workers
- Enhance HR professionals understanding of the industry benefits associated with 50+ workers
- Support informed discussion that will educate HR professionals understanding of 50+ workers aspirations
- Best practices in advertising to and recruiting 50+ workers in the 21<sup>st</sup> century
- 

### Our Speaker:

**Evan Braff, Region 4 Manager, Fairfax County Government**

Location: Hidden Creek Country Club  
1711 Clubhouse Road  
Reston, Virginia 20190

Price: \$35 Member, \$55 Non-Member, \$25 Member in Transition

[Register Now!](#)



This program is pre-approved for 1.5 (General) recertification credit hours toward PHR, SPHR and GPHR recertification



## Dulles SHRM Scholarship Program

*Apply Today!*



The Dulles SHRM Chapter will be offering up to **\$1500** in scholarships to candidate(s) pursuing a degree or non-degree program with a clear emphasis in Human Resources.

Please review the enclosed packet for an application and the full scholarship criteria.

Applications will be accepted Sept. 1, 2015—Nov. 1, 2015

Please submit all questions & applications to Rae Duffy  
[[rae.duffy@bbgbroker.com](mailto:rae.duffy@bbgbroker.com)]

Scholarship opportunities only available to active members in good standing.

[\*Click Here for Scholarship Application\*](#)

## The Tough Conversation

**F**requently as we consult with managers about an employee with job performance problems, we ask **“have you talked with the employee?”** The answer is usually “no”, followed by a number of reasons why the conversation has been delayed. The people part of management can be both challenging and rewarding, however, many times the reward comes after the difficult conversation.

It’s so easy to avoid the difficult conversation yet, doing so compounds the problem. What are some steps to take that will make the difficult conversation productive and more likely to occur?



### Self-Knowledge

**First, know yourself.** Take time to examine your own patterns in tackling difficult situations. Do you avoid conflict? What is your history in dealing with conflict? Do you tend to personalize the employee’s potential negative reaction to the discussion? **What is your role in the workplace system?** Are you the fixer, peace maker, trouble maker, expert and how does this impact the conversation? What does your behavior usually look like and how do you want this to come across to the employee? Once you have a clear picture about your patterns, decide how

you want to handle the difficult conversations. Paint a clear picture for yourself, step into it, rehearse and visualize yourself conducting the conversation as you would like. Imagine several potential scenarios and how you can handle each one.

**Rehearse each and find an accountability partner.**

### Accountability Partner

An accountability partner is someone who knows the situation and supports your goals to change your behavior.

**The accountability partner will help you follow through with the difficult**

**conversation** and lets you know when you are avoiding potential conflict.

Rehearse

with your accountability partner and plan the conversation. **This system of accountability helps you stay on track and follow through, it allows no excuses as you are accountable to yourself and someone else. Talking things through with your accountability partner also helps you clarify the situation, your presentation of the problem, your handling of conflict and next steps.**

Your EAP can also function as an accountability partner. The management consultation process is a great opportunity to discuss a workplace situation with the EAP management consultants. **The consultants can help you plan the conversation, identify road blocks and develop a strategy to tackle the problem.**

### **Growth and Development**

Holding yourself accountable **for handling difficult situations and conversations is a necessary growth opportunity for managers.** So many situations require the handling of difficult people problems. Although these situations are never easy, self observation and knowledge are key first steps in the growth process.

The ability to manage difficult conversations is not only a personal growth process but a career development opportunity to **put yourself in the position to help organizations grow, manage change, and handle conflict for a competitive edge.**

BETH GILLEY | MANAGING PARTNER  
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LYTLE EAP PARTNERS  
*Well-being at work*

**Congrats to our  
Monthly Education  
Winner!**



***Traci Jones***

Traci was the lucky winner of our educational certificate drawing at our September Chapter meeting, and received a \$100 certificate good for HR-related training expenses. Did you know that Dulles SHRM awards an educational certificate every month during our regular chapter meetings? Educational certificates are valid for one year. All you need to do is drop your business card in the bowl when you arrive for our monthly chapter meeting on October 21.

Best of luck, and "May the odds be  
EVER in your favor!!"

**Welcome**

**New & Returning  
Members!**

**WELCOME**

**Tina Johnson  
Carey Pellock  
Carole Stizza  
Emily Youngs**

**Thank you for making  
Dulles SHRM  
*Your Chapter of Choice***

## Get Involved

### **You Make A Difference!! Dulles SHRM Supports Embry Rucker Shelter**

*Reston Interfaith has a new name. Our mission stays the same.*



Dulles SHRM is a strong supporter of Embry Rucker Community Shelter (ERCS), located right here in Reston. ERCS is a 70-bed residential shelter that provides healthy, safe, emergency housing for families and single men and women. The staff at ERCS is dedicated to helping their clients overcome the circumstances that led to their homelessness, and facilitate their transition to stable living. Dulles SHRM is proud to support the ERCS. Every month, we collect donations at our monthly meetings to help fund their efforts. Thanks to your generosity, we raised \$45 for ERCS at our September meeting!! Thanks for stepping up and lending a big helping hand to those in need—you make a difference!!

**Through your generosity, we raised \$45 for ERCS at our September meeting!! Thanks for stepping up and lending a big helping hand to those in need – you make a difference!!**



## Get Involved



### Dulles SHRM Supports SHRM Foundation at September Chapter Meeting

Your donations make a difference—please keep them coming! We provide ongoing support to the SHRM Foundation throughout the year. Each month, we raise funds for the SHRM Foundation by holding a 50-50 raffle—which is a great way for our members to win some cash while supporting a great cause! Tickets are \$1 each or 7 for \$5. Our lucky winner receives 50% of the total collected, and the other 50% goes to support the work of the SHRM Foundation. At our September meeting, we raised \$38—and Julie Simmons, our lucky 50-50 winner, took home \$19. Congratulations, and thanks for continuing your generous support!!



#### Looking for a Place to Make Tax-Deductible Contributions in 2015?

#### Help Make An Impact on the Future of HR—Consider Donating to the SHRM Foundation at Dulles SHRM Chapter Meetings!

Starting to look over your list of charitable and educational organizations to support during the 2015 tax year? Please consider adding the SHRM Foundation to your list. The Foundation is a 501(c)(3) nonprofit affiliate of SHRM—it is a legally separate organization, and its operations are not funded by SHRM membership dues. The SHRM Foundation is a catalyst for thought leadership in the HR profession. Your donations count—they help deliver scholarships, produce workplace resources, and advance HR research. Interested in learning more? Please check out the SHRM Foundation online at [shrmfoundation.org/impact](http://shrmfoundation.org/impact) to see your donations in action!



## SHRM Foundation Resources

### **New White Papers and Other Educational Materials Available from the SHRM Foundation!**

Did you know that the SHRM Foundation conducts ongoing research and creates educational resources for SHRM members? These include a DVD series, executive briefings, research reports and effective practice guidelines—all available to you free of charge as a SHRM member! These are available to you at your convenience—and some are even eligible for certification credits! Check out some of the SHRM Foundation's latest white papers:

***New!* Engaging and Integrating a Global Workforce**

***New!* Leading Effective Change: A Primer for the HR Professional**

Interested in learning more? Please check out the SHRM Foundation [SHRM Foundation](#) and take a look at the latest trends in our industry!



## **We Need YOU - Dulles SHRM Volunteers!**

**Saturday, October 24<sup>th</sup> 9am to 12pm**

Women Giving Back (WGB)\*

20 Export Drive, Sterling, VA 20164

**First, begin collecting donations as a chapter now!**

**WGB accepts women's and children's clothing (only), handbags, shoes, jewelry and other accessories.**

*Second, help unpack, sort, and display donations together. One half of the building is set-up like a boutique where customers shop and the other half is the warehouse where donations are dropped off.*

*For more information on donations please visit their website at [www.womengivingback.org](http://www.womengivingback.org)*

*Finally, we ask that you spread the word, and let us know in advance if you can attend and volunteer with us.*

**Please email your RSVP by October 17, 2015  
to [madicamilleroobison@gmail.com](mailto:madicamilleroobison@gmail.com)  
(to be included in the volunteer head count)**

*Please bring any items you would like to donate to our October 21st chapter meeting or directly to the store when you come to volunteer on October 24th!*

\* Women Giving Back provides clothing and other accessories to women and children all over Virginia. WGB's mission is to lift women up by providing a dignified shopping experience, at no cost. We fulfill our mission by bringing together passionate, committed women to interact with shoppers, provide personalized service and help them build confidence and self esteem



Courtney Nicholson - President  
Cindy Snyder, SPHR - Media Director

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Email submission requests to [dullesshrmmedia@gmail.com](mailto:dullesshrmmedia@gmail.com). Dulles SHRM is an affiliate of the [Society for Human Resource Management \(SHRM\)](http://www.shrm.org).

*Chapter affiliate of the Society of Human Resource Management  
Proud to serve as your Chapter of Choice Since 1987*

*Thank you to our members...*

*Over 300 Top Human Resource Professionals in the Dulles Corridor  
Learn more at [dulles.shrm.org/](http://dulles.shrm.org/)*

## Thanks to our GOLD Sponsor



FlexProfessionals was founded by three partners, all mothers and experienced business women, who understand the need for and value of part-time professional employment. We match companies looking for seasoned part-time employees with professionals looking for meaningful part-time work.

[www.flexprofesionalsllc.com](http://www.flexprofesionalsllc.com)