



2018 Atlanta Professional Development Series

2 Mini Conferences for ECE Owners, Directors & Administrators

1 Mini Conference for ECE Staff

RONALD V. MCGUCKIN AND ASSOCIATES

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LOCATION

Conferences will be held at:

Hampton Inn Northlake

3400 Northlake Parkway
Atlanta, GA 30345
(770) 493-1966

Discounted Sleeping Rooms are available for \$129/per night the night before each conference. You can make reservations by calling the hotel and telling them you are with Ronald V. McGuckin and Associates to receive the discounted room rate.

Rooms must be booked at least 3 weeks before the session to receive the discount.

PRESENTERS

Ronald V. McGuckin, Esq & Dawn K. Martini, BS Ed will be presenting our 2017 Atlanta One Day Mini Conferences. For more information on our presenters go to www.childproviderlaw.com and view the Presenter Biographies.

TRAINING HOURS

Conference One and Three are 5 hours of Professional Development each.

Conference Two is 3 hours of Professional Development.

**All Conferences are
Bright from the Start
(BFTS) Approved.**

CONFERENCE 1

Latest Trends in Personnel and Parent Policies

October 24, 2018
9:00 am to 3:00 pm

This session will focus on the latest issues in the area of personnel and parent handbook policies. We will discuss using your manuals as effective management tools. Participants will discuss current trends in policy: Social Media, Photographing children, Cell Phones, Paid Time Off, Dress Codes, Releasing Children when there are custody issues, new federal expulsion guidelines and children with behavior issues or disabilities and many other topics.

Participants will be able to discuss agency specific issues with the presenter to develop appropriate language to include in policies. Participants are asked to bring their current Personnel Policy Manual, Parent Handbook, Enrollment Documents and Contract for Services. A laptop is helpful but not required.

For an additional fee, we will review your current Personnel Policy Manual prior to the seminar and provide written feedback. Contact Dawn: 215-785-3400 for specific details and deadlines for submission

CONFERENCE 2

STAFF Engagement Night Social Media and Your Professional Reputation

October 24, 2018
6:00 pm to 9:00 pm

Like it or not, Social Media sites are integrated into the fabric of our society. Due to the lack of personal contact, people often feel free to be bold, confrontational and/or more outrageous on their personal websites and/or blog than they would be in person. Many people have not considered the downside to such a free and anonymous environment and the lasting impact their behavior online can have on their professional lives. In addition to judgment of your professionalism and moral character, employees must consider the impact their online behavior may have on the children and families they serve. More and more employers are adopting policies and issuing disciplinary actions including termination for online behavior. We will look at the legal consequences for posting confidential information; negative comments about your employer/co-workers or families; defending yourself, your co-workers or employer when negative comments are posted and the potential impact your online behavior has on your professional reputation.

CONFERENCE 3

The Hiring Process: Finding and Retaining Quality Employees

October 25, 2018
9:00 am to 3:00 pm

Most organizations invest a significant amount of time and money searching for employees and even more time and money trying to retain those they hire. Therefore, it makes sense to be prepared to recruit and select the best possible candidates. This workshop will help you avoid the pitfalls resulting in legal dilemmas and hiring the wrong candidate. We will look at the documentation recommended at all stages of the employment relationship. We will discuss the impact of various laws on the recruitment, application, interview and hiring process. We will also look at the impact Millennials have on the workplace and what it takes to retain Millennial employees through a complete and well planned Onboarding Process. This session will identify common hiring mistakes, create an information base for questions to select quality employees and develop a process that maximizes your chances of selecting the best qualified candidate and minimize your chances of being involved in litigation.