



Institute of  
Professional  
Management

workplace  
TODAY



# Management Tools for Today's Workplace

IPM Annual Conference • HALIFAX • May 2, 2018

9:00 a.m. to 4:00 p.m. (Continental Breakfast at 8:30 a.m.)

**Best Western Plus Dartmouth Hotel & Suites,  
15 Spectacle Lake Drive, Dartmouth**

Cost for the **Full Day Conference** includes breakfast, lunch,  
two coffee breaks, all sessions and handout materials.



### Early Bird Registration:

Payment and registration must be received by  
**February 16, 2018.**



Sponsored by: Association of Professional Recruiters of Canada •  
Canadian Management Professionals Association • Canadian Association  
of Assessment Specialists • Canadian Professional Trainers Association

Get your registration in by **February 16, 2018**  
and become eligible to  
**win training programs worth \$1000!**



Michael Murphy

## Today's Critical Issues in Employment Law

**Michael Murphy, J.D.**, Associate, McInnes Cooper, Halifax

This session will provide an overview of recent developments in three major areas that impact your organization. Highlights:  
*Workplace harassment & bullying:*

- Review the impact of workplace harassment and bullying and how to avoid the costs such conduct generates
- Gain the skills to identify and determine when you should intervene
- Learn how to respond effectively and proactively to meet your legal obligations to provide a safe workplace free of harassment and bullying
- Discover the five key steps to investigate harassment and bullying when it does occur

*Cannabis: A burning topic for every employer*

The pending legalization of recreational cannabis is driving the stigma down, and the usage of both recreational and medical cannabis up. Review the latest legal developments around cannabis at work.

*Atlantic Immigration Pilot Program*

Canada's latest census numbers are clear: we need workers. Obtain a brief update on the Atlantic Immigration Pilot and how it's helping Atlantic Canadian employers hire the employees they need.



Tony Case

## Succession Planning: Make it Work!

**Tony Case, PhD**, Senior Consultant, Knightsbridge Robertson Surette

**Why do it?** Succession planning is different than having an immediate replacement plan. Having a good plan in place also decreases risk of the organization by being able to provide the same level of business to your clients and stakeholders.

**Best practices** Review the list of things to be done to achieve your goals. Discuss how to design your plan so it aligns with your business strategy and it is made to be just as important.

**Lessons learned** Obtain insights on how other organizations have succeeded in developing the right plan and key factors to success. Discover simple tools to get started now.



Michelle Lane

## Mindfulness at Work: Training our Minds to Pay Attention

**Michelle Lane**, Leadership Catalyst & Principal, Vibrant Leaders

Our minds naturally wander- we do it about 50 percent of our waking moments. For leaders and organizations, the impact on executive functioning skills such as problem-solving and decision making are areas worthy of focus and attention.

Our minds, just as our muscles, can be trained. The practice of mindfulness and the capacity it offers to cultivate present moment awareness provides an opportunity to train our minds to pay attention. In the process, we strengthen our ability to pay attention in a mindful way and learn to more readily return to focus on the task at hand when our minds wander.

Discover the art and science of mindfulness, some of the research findings about its impact in the workplace and experience a few simple ways of applying mindfulness – for yourselves and your organizations.



Judith Richardson

## Power Through that Laundry List: Steer your teams to project delivery!

**Judith Richardson**, CEO & Principal, PONO Consultants International and **Cynthia Giles**, Founder & CEO, Capstone Project Solutions Inc.

Guide your teams to actively and clearly deliver their projects. You'll get some real-life inspiration and tools to power through your laundry list of to-do's with clarity, focus and purpose. Discover how to apply some of the principles and processes of Project Management and Change Management to simplify tasks, take control and simply empty your inbox!

- Explore the 3 essentials of managing projects and apply to everyday to-do lists
- Draw on your power to influence, inspire and develop collaborative skills and strength
- Examine the role of leaders as change agents and catalysts for organizational growth
- Befriend "resistance" to change
- Discuss strategies for developing a results-focused organizational culture



Cynthia Giles

