



**Mark this date on
your Calendar!**

June 8, 2011

Jan M. McLaughlin

June 26-29, 2011

SHRM Annual Conference

<http://annual.shrm.org/>

July 13, 2011

Trust Travels: The Starbucks Story

October 5-7, 2011

NHRMA Annual Conference

<http://www.nhrmaconference.org/>

Please continue to check our website
at www.wshrma.org
for updated information on the
above event.

Reminder: For all WSHRMA meet-
ings, "no shows" will be billed the
cost of the event, without exception,
unless the cancellation is received
prior to the RSVP deadline.

WSHRMA's chapter #0229



West Sound Human Resource Management Association West Sound Happenings

June Luncheon Writing That Gets Results Presented By: Jan M. McLaughlin, CSP

How to Make Your Writing Easier to Understand and More Interesting to Read

According to an American Library Association survey 70%-80% of the population views reading as a risk. Risk? Yes. A survey by the Newspaper Advertising Bureau added that any time anyone reads anything, there's a risk they'll have to do something or they'll be unable to avoid doing something.

Keep your written material from going unread, being deleted or landing in the round file. Do everything you can to capture your reader's attention and get them to do what you want them to do. Whether you're writing letters, proposals, reports, memos, meeting minutes, agendas, articles, flyers or emails, you'll get better results!

Bring something you have written so you can revise and polish on the spot and get some work done! (Don't worry - you won't have to read it aloud!)

We'll focus on:

- Making sure your reader views your document as relevant to them, easy to scan and lower in risk!
- Planning a document that is logical, easy to read and motivates your reader to act.
- Revising so the tone is persuasive and positive.
- Designing a document that catches your readers' eyes and is easy to scan.

Our Speaker, Jan M. McLaughlin, CSP, is an expert in communication - spoken, written and visual. She helps people discover how to positively influence the responses they receive whether they're:

- Leading a team or working with peers.
- Speaking before a group or one-to-one.
- Motivation or giving feedback to staff.
- Serving clients or patients.
- Promoting a concept or service

Jan is known for her delivery style— which interjects humor and invites audience participation—in programs loaded with practical information. She has earned the Certified Speaking Professional (CSP) Designation—the speaking profession's international measure of speaking experience and skill. Fewer than 10 percent of the 5,200 speakers who belong to the International Federation for Professional Speakers hold this professional Designation. For five years, Jan toured the United States, Canada, Ireland, Scotland and England Leading a workshop entitled How to Design Eye-Catching Brochures, Newsletters, Ads, Reports, and Everything Else You Want People to Read. Combine this with her undergraduate degree in English—and a few years of teaching—and you have the person who can show us how to write to get results! You can preview Jan at: <http://www.yourcommunicationconnection.com/preview.htm>

This program has been approved for 1.25 (General) recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute. Please be sure to note the program ID number on your recertification application form. For more information about certification or recertification, please visit the HR Certification Institute website at www.hrci.org."

Date: June 8th, 2011

Time: 11:45 a.m. to 1:30 p.m.

Place: Silverdale Beach Hotel
3073 NW Bucklin Hill Road
Silverdale, WA 98383

Price: WSHRMA members \$25
non-members \$35

To register email: wshrma@artanderson.com

**Last Day to Register
June 5, 2011**



Become A Member

Are you interested in a SHRM Membership or transferring your membership to our chapter? Please contact Marie LaMarche, SPHR, VP of Membership with any questions: 360.415.6950 or mlamarche@harrisonmedical.org.

Chapter # 0229



Job Bank

Please check out our website at www.wshrma.org for current job openings. If you would like to advertise an open HR position in the WSHRMA job bank, go to the WSHRMA website to upload your posting.

WSHRMA News!

Attention WSHRMA Members we have now have a PayPal account. If you or someone you know would like to pay for future luncheons through our PayPal account please indicate so when you email wshrma@artanderson.com to reserve your seat for that months luncheon.

Thank you!

Did you know that those holding an HR Certification Institute credential (PHR, SPHR, GPHR) commit to...

Professional Responsibility: Responsible for adding value to the organizations you serve and contributing to the ethical success of those organizations. You accept professional responsibility for your individual decisions and actions. You also are an advocate for the HR profession by engaging in activities that enhance its credibility and value.

Specifically:

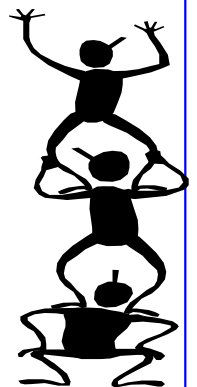
- ~ 1. Adhere to the highest standards of ethical and professional behavior.
- ~ 2. Measure the effectiveness of HR in contributing to or achieving organizational goals.
- ~ 3. Comply with the law.
- ~ 4. Work consistently within the values of the profession.
- ~ 5. Strive to achieve the highest levels of service, performance and social responsibility.
- ~ 6. Advocate for the appropriate use and appreciation of human beings as employees.
- ~ 7. Advocate openly and within the established forums for debate in order to influence decision-making and results.

Professional Development: Strive to meet the highest standards of competence and commit to strengthen your competencies on a continuous basis. Specifically:

- ~ 1. Commit to continuous learning, skills development and application of new knowledge related to both human resource management and the organizations you serve.
- ~ 2. Contribute to the Knowledge Base, the evolution of the profession and the growth of individuals through teaching, research and dissemination of knowledge.

Ethical Leadership: Expected to exhibit individual leadership as a role model for maintaining the highest standards of ethical conduct. Specifically:

- ~ 1. Be ethical and act ethically in every professional interaction.
- ~ 2. Question pending individual and group actions when necessary to ensure that decisions are ethical and are implemented in an ethical manner.
- ~ 3. Seek expert guidance if ever in doubt about the ethical propriety of a situation.
- ~ 4. Through teaching and mentoring, champion the development of others as ethical leaders in the profession and in organizations.



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ARE YOU LOOKING FOR RECERTIFICATION STRATEGIC CREDITS? THEN PLAN ON ATTENDING OUR JULY TRAINING EVENT

DATE: WEDNESDAY, JULY 13, 2011 **TIME:** 4:00 – 5:30PM

LOCATION: SILVERDALE AREA (LOOKING AT YACHT CLUB BROILER)

Hors d'oeuvres Provided – Drinks On Your Own

COST: \$20 FOR WSHRMA MEMBERS AND \$25 FOR NON-MEMBERS

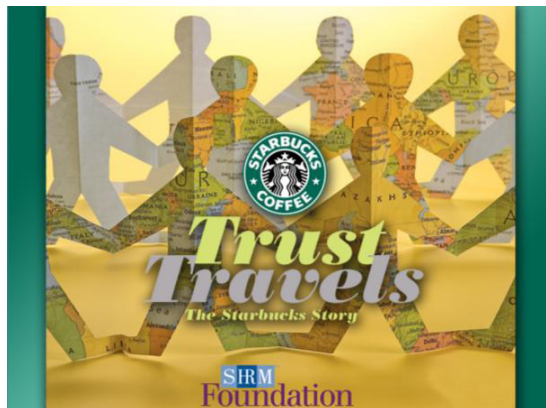
FACILITATED BY: MICHELE ROBERTS, SPHR, WSHRMA CERTIFICATION DIRECTOR

REGISTER BY : JUNE 17, 2011

To Register Email : wshrma@artanderson.com

(REQUIRES 10 PARTICIPANTS TO GO – ALL PARTICIPANTS WILL BE EMAILED WITH FINAL LOCATION AND MATERIALS BY JUNE 24TH)

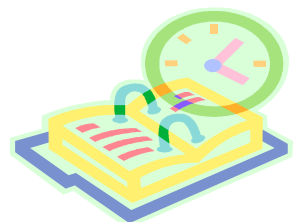
WORKSHOP DESCRIPTION: TRUST TRAVELS: THE STARBUCKS STORY



Organizations today struggle to build a workplace based on trust and values such as honesty, integrity and respect. Starbucks is a company that has succeeded because it has stayed true to its core values. With 137,000 employees in 40 countries, Starbucks clearly demonstrates that trust and values can travel to different cultures. This DVD explores how Starbucks achieves financial success by treating employees well. The **HR Certification Institute** has approved this WORKSHOP for one hour of **strategic recertification credit** as part of a 1-hour educational session facilitated by local chapters.

Course IncludeS: Watching a 20 minute video filmed at Starbucks Headquarters, Seattle featuring Wayne Cascio, Ph.D., followed by discussion based on a Guide provided during the workshop.

REMINDER: For all WSHRMA luncheons, "no shows" will be billed the cost of the event, without exception, unless the cancellation is received prior to the RSVP deadline. We know that life happens and sometimes members are not able to make it at the last minute. However, the Chapter is still responsible for the RSVP and is billed for the meal whether or not you are there.



Did you know that those holding an HR Certification Institute credential (PHR, SPHR, GPHR) commit to...
Continued...

Fairness and Justice: Ethically responsible for promoting and fostering fairness and justice for all employees and their organizations. Specifically:

- ~ 1. Respect the uniqueness and intrinsic worth of every individual.
- ~ 2. Treat people with dignity, respect and compassion to foster a trusting work environment free of harassment, intimidation and unlawful discrimination.
- ~ 3. Ensure that everyone has the opportunity to develop their skills and new competencies.
- ~ 4. Assure an environment of inclusiveness and a commitment to diversity in the organizations you serve.
- ~ 5. Develop, administer and advocate policies and procedures that foster fair, consistent and equitable treatment for all.
- ~ 6. Regardless of personal interests, support decisions made by your organizations that are both ethical and legal.
- ~ 7. Act in a responsible manner and practice sound management in the country or countries in which the organizations you serve operate.

Conflicts of Interest: Maintain a high level of trust with our stakeholders. You must protect the interests of those stakeholders as well as your professional integrity and should not engage in activities that create actual, apparent or potential conflicts of interest. Specifically:

- ~ 1. Adhere to and advocate the use of published policies on conflicts of interest within your organization.
- ~ 2. Refrain from using your position for personal, material or financial gain or the appearance of such.
- ~ 3. Refrain from giving or seeking preferential treatment in the human resources processes.
- ~ 4. Prioritize your obligations to identify conflicts of interest or the appearance thereof. When conflicts arise, you will disclose them to relevant stakeholders.

Use of Information: Consider and protect the rights of individuals, especially in the acquisition and dissemination of information while ensuring truthful communications and facilitating informed decision-making. Specifically:

- ~ 1. Acquire and disseminate information through ethical and responsible means.
- ~ 2. Ensure only appropriate information is used in decisions affecting the employment relationship.
- ~ 3. Investigate the accuracy and source of information before allowing it to be used in employment-related decisions.
- ~ 4. Maintain current and accurate HR information.
- ~ 5. Safeguard restricted or confidential information.
- ~ 6. Take appropriate steps to ensure the accuracy and completeness of all communicated information about HR policies and practices.
- ~ 7. Take appropriate steps to ensure the accuracy and completeness of all communicated information used in HR related training.

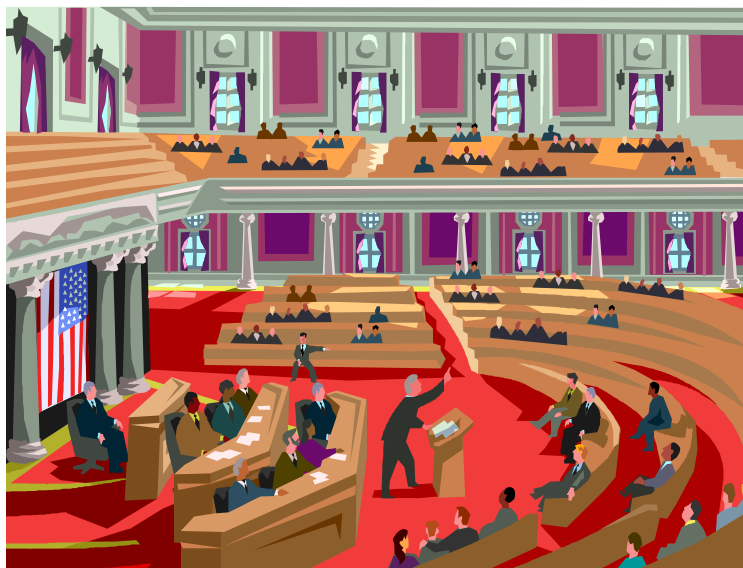
These are characteristics and expectations we can all stand behind as Human Resources professionals, whether certified or not. If you do not have certification and are interested in obtaining your certification, please feel free to contact Michele Roberts our Certification Chair at Michele.Roberts@navy.mil to learn more about certification and our upcoming Certification Study Group for the January testing window which we expect to kick-off in August.

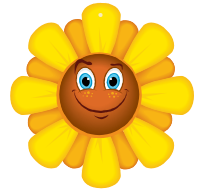
Legislative Update

Governor Christine Gregoire has signed Senate Bill 5068, which amends the Washington Industrial Safety and Health Act, on April 15, 2011. This bill requires employers to correct serious workplace safety violations even while appealing hazard citations issued by the Department of Labor and Industries. In the past, employers were able to delay fixing hazardous working conditions until the end of the appeal process. However, this is changing with SB 5068 because the employees' health could remain at danger until the end of the appeal process. Failure to fix the hazardous situation could result in fees from \$500.00 to \$7,000.00. SB 5068 will take effect at the end of July.

On the federal level, there will soon be upcoming changes to the Department of Labor's Employee Benefit's Security Administration regarding investment advice. The proposed rule, if finalized, will recommend the following changes: A plan fiduciary would be required to authorize the advice agreement, computer modules used to offer advice would have to be certified as objective and unbiased by a plan fiduciary independent of the investment advisor or its affiliate, entities providing investment advice and their employees would be prohibited from receiving compensation from any party on the basis of their recommendations and an annual audit of investment advice arrangements would be made by an independent auditor.

The DOL is also looking at updating the definition of "fiduciary" under the Employee Retirement Income Security Act. They would like the definition to cover more those who provide fee-based investment advice to retirement plan sponsors and participants. The final rule should come out within the next couple of months.





Live Longer by Smiling More

Smiling and laughter have been shown in studies to add up to eight years to one's life expectancy. People who smile are less likely to suffer from heart attacks, strokes and pain from chronic conditions than non-smiling people. Smiling and having a positive attitude bring many positive benefits.

Immunity Booster: Smiling encourages you to relax which thereby boosts your immunity to stress related illnesses, colds, and flu.

Lowers Blood Pressure: Smiling creates a measurable difference in your blood pressure. The next time you are at the doctor's office, try smiling through the procedure.

Free Feel Good Drug: Smiling releases endorphins, nature's feel good drug, causing a healthy "high". It is free and legal to smile. And best of all there are no negative side effects!

Smiling is Sexy: We are naturally attracted to people who smile more often. Smiling people radiate happiness and we want to get as close to that as we can.

Instant Mood Lifter: Smiling instantly boosts your mood. Next time you are having a bad day, try smiling and thinking negative thoughts at the same time. It is almost impossible to be negative while smiling. Smiling "tricks" your body into thinking that it is happy, releasing natural serotonin, a mood drug, into the bloodstream. Voila! Instant happiness.

On the Spot Face Lift: Frowning causes wrinkles around the mouth and creases on the forehead. Not to mention that unhappy people look older than smiling happy people. Put a smile on your face and see if you don't look years younger.

Creates Success: People who smile generate warmth and a sense of success. Evidence suggests that smiling is a predictor of future success. A thirty year study at the University of California concluded that among a group of photos of young graduates, the women who were smiling were more likely to be in satisfying relationships and more successful careers.

It's Contagious: Smiling creates what scientists have termed the "halo effect" where we feel more optimistic; more motivated, remember positive events more clearly, and are generally more positive.

Improves Relationships: Smiling while having a conversation gives people the impression that you are a receptive person and a good listener. It also sends the message that you are genuine and trustworthy, which can make business deals and employer relations go more smoothly.





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 Management Association
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 Your Address Line 4

WSHRMA's Chapter #: 0229

This Newsletter is sponsored by: **Kitsap Sun**



Check out our
 website at
www.wshrma.org

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