



PRESENTS

Logistics of Leadership

A Roadmap to Success

January 23, 2007, to January 25, 2007



Tuesday, January 23rd



- 4:00 p.m. to 6:00 p.m. **Registration**
- 6:00 p.m. to 7:00 p.m. **Dinner**
- 7:00 p.m. to 7:15 p.m. **Opening Remarks**
Chris Volkers, MACM President
- 7:15 p.m. to 8:00 p.m. **Keynote Address: Do you suffer from PMN**
(Post MNCIS Syndrome) by Judge Jim Dehn

Judge Jim Dehn

Judge Jim Dehn has served as a rural/suburban Minnesota District Court Judge for 19 years. He has nationally pioneered new methods of controlling and reducing drunk driving offenders (his passion) that has twice earned him National Awards from Mother's Against Drunk Driving (MADD) and he yearly testifies and initiates new drunk driving legislation in Minnesota. He almost made it on Peter Jennings's ABC News for creative sentencing. His dad called all his relatives (out to 3rd cousins) to watch. However, the day it was to air it was preempted by a slow white Bronco and you know the rest. He DID finally make it into Time Magazine and the Wall Street Journal – but his dad still refuses to answer his phone. Judge Dehn has taught creative sentencing for over 14 years to new Judges in Minnesota. He has been actively involved in National High School Mock Trial Championships for over 14 years (his other passion). He initiated and has chaired the Minnesota Judicial Stress Committee and is currently the Chair of the Minnesota Board on Judicial Standards. He is a winter camper and an avid hiker whose goal is to hike the Appalachian Trail (his final passion).

Wednesday, January 24th



8:30 a.m. to 9:00 a.m.: **Opening Remarks From the State Court Administrator, Sue Dosal**

Sue Dosal

Sue Dosal serves as the State Court Administrator of the Minnesota Judicial Branch. She was appointed to this position on July 16, 1982. Prior to her appointment she served as Senior Staff Attorney for the National Center for State Courts, Deputy State Court Administrator for the state of Florida, Staff Director of the Florida Legislature's Joint Select Committee on Judicial Personnel, and staff associate at the Institute for Court Management.

9:00 a.m. to 9:45 a.m.: **Logistics of Bargaining, Administration and Grievance Handling by Walt Wojcik and Bob Pflipsen**

Walt Wojcik and Bob Pflipsen will present an overview of labor relations issues – from both a theory and a practice perspective. In this one-hour session, learn about the statutory provisions governing labor relations issues for court employees, collective bargaining practice, labor-management partnership, terminology and proper grievance handling techniques. Save up your questions and discussion topics for the breakouts immediately following this general session!

Wednesday, January 24th



Walt Wojcik

Walt Wojcik is employed within the State Court Administration-HR team as the Minnesota Judicial Branch's Labor/Employee Relations Manager. Walt was the Director of Labor Relations at the Saint Paul Pioneer Press, where he served as chief negotiator and spokesperson on all labor relations matters. Walt also oversaw all safety, security and environmental matters while at the Pioneer Press, in addition to providing advice to HR generalists, managers and supervisors on numerous subjects. Walt moved to Minnesota after serving as a supervisory labor relations specialist and chief negotiator within the Executive Office of the Mayor/OCA/OLRCB in Washington, DC. He specialized in public safety and justice cluster negotiation and also supervised all administrative litigation and arbitration under numerous union contracts. Prior to that, Walt served as staff counsel to two international labor unions in Washington, DC and Pittsburgh, PA. Walt is a graduate of Juniata College in Huntingdon, PA and the University of Pittsburgh School Of Law.

Bob Plipsen

Bob Plipsen is the Employee/Labor Relations Specialist with the Minnesota Judicial Branch. He accepted this position one year ago after 11 years in the Aviation industry. Prior to coming to the Minnesota Judicial Branch, Bob was a Regional HR Manager where he managed multiple union contracts in various states throughout the Midwest. His experience in labor relations consists of contract negotiations, mediations, grievance maintenance, and arbitrations. He has also facilitated numerous training sessions on a range of topics related to labor relations.

10:00 a.m. to 11:00 a.m. **Union Breakout Sessions by Contract
AFSCME, CAT, and CBA by Walt Wojcik
CAT, Teamster, and CBA by Bob Plipsen**

In separate sessions, Walt and Bob will explore and discuss those issues that impact each of these groups. Feel free to bring your own concerns, anecdotes and annoyances for discussion with the entire group – Walt and Bob will be taking issues raised in these sessions back to the bargaining committees for further discussion.

Logistics of Leadership Breakout Sessions:

11:00 a.m. to 12:00 p.m. **Series One: Logistics of Leadership Breakout**
12:00 p.m. to 1:00 p.m. **Luncheon with MACM Executive Board**
1:00 p.m. to 1:55 p.m. **Series Two: Logistics of Leadership Breakout**
2:00 p.m. to 2:55 p.m. **Series Three: Logistics of Leadership Breakout**
3:00 p.m. to 4:00 p.m. **Series Four: Logistics of Leadership Breakout**

Wednesday, January 24th



Logistics of Leadership Session Descriptions:

Logistics of Progressive Discipline in the Judicial Branch
by Lynn Wagner

This session will provide the guidelines to the process of progressive discipline in the Judicial Branch. Participants will gain knowledge on tools and examples of addressing employee issues up to and including termination. We will apply both the Contract and HR Rules along with discussion of actual scenarios.

Logistics of Interviewing and Hiring Employees
by Robyn Boche and Jeri Boetcher

This session will briefly explore interviewing principles and techniques. We'll also look at behavioral based interviewing, including the benefit of linking questions to key job related behaviors and competencies.

Logistics of Coaching and Performance Reviews
by Linda Sandberg

Are you unsure how to help develop your staff to work at their full potential? Are performance reviews one of the least favorite functions of your job? If you answered "Yes", you aren't alone! However, this course will give you some tips and tricks to help with these VERY important aspects of any supervisor's job responsibilities! There will be lecture and small group activities to help you understand the importance of these supervisory functions and to help you improve your skills! Come join us so you can confidently say to your employees - "I CAN help you"!

Logistics of Organization in 10 Minutes A Day
by Kate Fogarty

No time to organize your office? If it takes longer than 30 seconds to find a document or file, you've spent too much time. In today's turbo-charged work environment, excellent organization can mean the difference between seizing a career opportunity and watching it fly by. A well-organized work space also means efficient project management, case processing and follow-up, which all translate into more time and less stress. In this class you will learn: 1) How little time it really takes to get organized; 2) How much time you will save once you are organized; 3) What do I do with???.; 4) Real-Life ideas to organize your paper clutter; 5) Deal with the four-letter-word FILE; 6) Chunking down big organization projects to more attainable steps

Logistics of Leadership Speaker Biographies

Linda Sandberg

Linda Sandberg has been the Human Resources Manager for the Fifth Judicial District Court since 2001. Previously worked as a Court Administrator in Watonwan and Martin Counties for five years. Also worked as a Division Manager in a private company for 1.5 years. Business Administration & Business Management degree from Mankato State University.

Wednesday, January 24th



Lynn Wagner

Lynn Wagner is the District Human Resources Manager in the Tenth Judicial District. She has been with the courts for 2 1/2 years and has over 15 years of HR experience. She has a Bachelor's Degree from Indiana University majoring in Management/Personnel/Labor Relations.

Kate Fogarty

Kate graduated from the University of Nevada-Las Vegas with a degree in Psychology. She has worked at the Fourth Judicial District Court for six years. She started her career with the Courts as the Training and Organizational Development Manager. She later became the Court Operations Manager of the Hearing Office and Violations Bureau. Kate's next stop was as the Human Resources Manager and now she's finally settled in as the Criminal Division Manager. Whew! Kate has been active with MACM for the last five years. In 2006, she completed her term as the MACM Education Committee chairperson. Kate enjoys going for long walks with her dog, Charlie, reading, traveling and watching boxing and rodeo events.

Jeri Boetcher

Jeri Boetcher joined the First Judicial District Administration team in 1988 and is currently the HR Manager. Prior to joining the First District, Jeri worked as a Paralegal in several Wisconsin and Minnesota law firms, specializing in probate, real estate, personal injury and worker's compensation. She has an Associates Degree in Paralegal Studies and a Bachelor's Degree in Management. Her professional focus includes the areas of employee and management development, performance management, training and education and contract administration. She serves on various committees including the local and state Labor Management Committees, HR Management Team, Education/HR Committee and the Teamsters CAT Bargaining Team.

4:00 p.m. to 5:00 p.m. Dinner on your own

Thursday, January 25th



8:30 a.m. to 10:00 a.m. **Cruisin' Through Life at 35 MPH by Brian Blasko**

10:00 a.m. to 10:15 a.m. **Break**

10:15 a.m. to 12:00 p.m. **Cruisin' Through Life at 35 MPH by Brian Balsko**

Cruisin' Through Life at 35 MPH

Life is a journey... enjoy the ride! This exciting program offered by Brian Blasko invites you to discover and maximize your own personal potential. Our lives and careers are like vehicles, and we are the engines that keep them running smoothly. Come learn how to gain some "fuel" for your internal gas tank.

While traveling on this journey, Brian will share a few strategies for successful leadership, teamwork and personal growth. You will also identify and examine the four unique personality styles that we communicate with daily. This high-energy session will take you on an unforgettable journey into the mind of the 4x4, Volvo, Sports Car and Minivan. Come find out what vehicle you are!

On this adventure, you will learn the characteristics and attributes of these personalities as well as their motivators and downfalls. The Car Key Factor will show you how to interact effectively with clients and coworkers you see daily. People are like cars and we need to be using the right **KEY** to start their engines.

The strategies have all been test-driven and proven road-worthy. Do not let life's little road blocks keep you stuck on the side of the road. Come have some fun and learn how to push your pedal to the metal!

Cruisin' Through Life at 35 MPH is a delightful road trip.

Brian Blasko

Brian Blasko is a highly motivated, nationally known speaker and trainer. His programs, inspiring individual and organizational growth, are some of the most sought after in the country. This celebrated author of *Cruisin' Through Life At 35 MPH* has a Masters Degree in interpersonal communication, collegiate-level teaching experience, and is a member of the National Speakers Association, as well as NSA Ohio. Every year clients throughout the country depend on Brian to re-charge their organization and employees. Always the fun communicator, his contagious energy encourages others to feel comfortable about themselves and their personal development. Blasko is to motivation as engine is to car. Driven by his sincere interest in others, and a genuine passion for public speaking, Brian enthusiastically invites you to discover and maximize your own personal potential! Brian resides in Ohio with his wife Laura, three year old son Ben and three month old daughter Angelee.

12:00 p.m. to 12:30 p.m. **Luncheon**

12:30 p.m. to 2:00 p.m. **Energy Director Sessions by Jeri Boetcher, Lynn Wagner, & Susan Love**

Thursday, January 25th



Energy Director Course Description

This session will provide the opportunity to look at the energy used to respond to the demands and opportunities presented by the world around us. Participants will discover why certain “stressful” situations cause you distress, while other situations do not. You’ll have the opportunity to identify the strengths and weaknesses you typically bring to situations. You’ll also gain valuable insight into what motivates and stresses individuals with differing energy styles. Exploring, assessing and developing” your energy type will help you turn everyday problems and worries into opportunities!

Jeri Boetcher

Jeri Boetcher joined the First Judicial District Administration team in 1988 and is currently the HR Manager. Prior to joining the First District, Jeri worked as a Paralegal in several Wisconsin and Minnesota law firms, specializing in probate, real estate, personal injury and worker’s compensation. She has an Associates Degree in Paralegal Studies and a Bachelor’s Degree in Management. Her professional focus includes the areas of employee and management development, performance management, training and education and contract administration. She serves on various committees including the local and state Labor Management Committees, HR Management Team, Education/HR Committee and the Teamsters CAT Bargaining Team. Jeri believes that each day is a gift to be enjoyed to the fullest. She volunteers in the community by teaching Junior Achievement classes and serving in various volunteer board positions for church, library, garden club and child care. Her passions include family, stewardship to community and church, travel, gardening and scrap booking.

Susan Love

Susan Love is a Court Operations Manager with the Fourth Judicial District Court Hearing Office and Traffic/Violations Bureau. She has 10 years of supervisory and management experience in the court system working for the Fourth Judicial District Court, Public Defenders Office, and County Attorney’s Office. Susan is currently serving as the Chair of the MACM Education Committee and is working on completing her degree in Organizational Leadership at Bethel University; she will be graduating in April 2007.

Lynn Wagner

Lynn Wagner is the District Human Resources Manager in the Tenth Judicial District. She has been with the courts for 2 1/2 years and has over 15 years of HR experience. She has a Bachelor’s Degree from Indiana University majoring in Management/Personnel/Labor Relations.

Special Thanks

Sheldyn Himle

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Patty Ball

Susan Love

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Jeri Boetcher

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