



April 2014



Dulles SHRM - Your Chapter of Choice

INSIDE THIS ISSUE

President's Message

Upcoming Events:

April Discussion Group, April Chapter Meeting,
Mid-Atlantic Employer Benefit Survey

Stop Juggling! Reach Your Goals by Doing Less

Get Involved

SHRM Foundation, Embry Rucker

HR Career Opportunities



2014 Annual Sponsor

USI is a leader in insurance brokerage and consulting. With more than 4,000 dedicated, experienced and innovative professionals in nearly 100 offices across the United States, they have a team of professionals nearby ready to serve you.

Mission:

- **Understand.** We work to understand you, your business, your clients, your risks and your needs.
- **Service.** We deliver to you an unparalleled local service experience with a team of professionals that will be there when you need help, we will do what we say, and we will go the extra mile.
- **Innovate.** We will present and deliver to you an incomparable breadth and depth of impact solutions so you will always be on the cutting edge of answers and alternatives to meet your needs today and positioned for the future.



President's Message

By Mary H. Roome-Godbolt, PHR



Spring is finally here!! It is time to dust off the winter cobwebs and recommit to those New Year's Resolutions!! Remember that Resolution about attending more SHRM events? Remember your commitment to continue your HR Education? The time is now!

As you focus on cleaning out your closets and garage at home, don't forget to clean out those desk drawers at work and find your HRCI Recertification forms. Be sure to get them entered online and keep those copies in a file, just in case you are audited!!

For those of you who attended the February Chapter meeting, you had the opportunity to hear a great presentation by Cornelia Gamlen, SPHR, on the new OFCCP Regulations. If you missed it, or if you just want more information on the topic, Cornelia, along with Chris Liakos, SPHR and TA Operations Lead at Northrop Grumman, will be leading the Discussion Group this Thursday, at Farmers Insurance Group in Reston.

Don't miss our upcoming Chapter Meeting in two weeks on Wed., April 16th at Hidden Creek Country Club. Join us and our speaker, Shira Harrington, Founder and President of Purposeful Hire, Inc., for an upbeat and highly interactive session on "Hire Engagement: From Productive...to Passionate Employees!" Shira's presentation will provide the framework for recruiting and engaging a multigenerational workforce and teach participants how to raise their employee engagement initiatives to a higher level. If you haven't heard Shira speak before, come check it out! She is a dynamic and engaging speaker!

I also wanted to let everyone know that we have all of the Resources from the Hiring HEROES event on our website now under the Resources/HEROES tab.

Don't forget the VA State SHRM conference is April 28 – 30 at the Homestead in Hot Springs, VA. It's going to be a great event and wonderful way to earn more HRCI certification credits!

All the details for our upcoming events & great information are on our website at www.DullesSHRM.org.

We have fantastic volunteers on our Board of Directors for 2014. I want to thank them for all they have done so far this year to help educate and provide great professional information and services to our Membership!

If you have not yet renewed your Dulles SHRM membership, or wish to join our wonderful chapter, come join us for an upcoming event, including a Mixer & Membership Drive (and FUN event) that we will be having on May 15th! Save the Date – more details coming soon!

Mary ☺

Upcoming Events

About our Facilitators:



Cornelia Gamlem, SPHR, president of GEMS Group Ltd. She is a recognized expert in equal employment opportunity, affirmative action and workplace diversity. Cornelia Served on a number of national task forces that influenced public policy and focused on human resource and equal employment opportunity issues and represented a Fortune 500 company on a national employer's group that specialized in these issues.



Chris Liakos, SPHR, is the Enterprise Talent Acquisition (TA) Operations Lead for Northrop Grumman Corporation. He is responsible for the creation and adherence of corporate-wide TA and Compliance procedures and provides overall guidance on the impact that federal and state regulations have on the company's TA function. Previously he held the role of the EEO/AA Compliance specialist.

To view more information on Cornelia & Chris visit the Dulles SHRM website at www.dullesshrm.org

Dulles SHRM Chapter Discussion Group

Thursday, April 3, 2014

OFFCP Regulations

The Department of Labor's regulations relating to affirmative action for veterans and people with disabilities have been significantly strengthened and they become effective March 24, 2014. After that date, all new affirmative action plans must comply. The new regulations broaden affirmative action coverage and add new requirements. If you are a federal government contractor, are you ready for the changes? What have you done so far to prepare and what must you do going forward?

For the first time contractors will have to establish and achieve hiring benchmarks for protected veterans and utilization goals for individuals with disabilities, issue invitations to self-identify at the both the pre- and post-offer stage and do a self-assessment of their outreach and recruiting efforts.

Our discussion will focus on what these and other changes, what they mean for federal contractors and best practices for complying with the new rules. The discussion facilitators are Cornelia Gamlem and Chris Liakos.

Please join us to share your thoughts and ideas with the group. You are welcome to extend an invitation to interested colleagues. No fee is charged for attending. However, registration is required on-line, at least 24 hours in advance, via the Dulles SHRM web site (www.dullesshrm.org) -- Chapter Discussion Groups. If you have questions, contact Beth Gilley at 703.444.2254 or discussion@dullesshrm.org or bagilley@lytleap.com.

Participation may be limited to the first 25 people who sign up.

Date: Thursday, April 3, 2014

Time: 7:30 a.m. to 9:30 a.m.

Place:

Farmers Insurance Group
11091 Sunset Hills Road, Suite 800
Reston, VA 20190
(571) 306-6600

Upcoming Events

April Chapter Meeting, April 16, 2014

"Hire Engagement": From Productive...to Passionate Employees!

Did you know that the average tenure of an employee from the Millennial generation is only 18 months? It's clear that over the last decade staff turnover rates have been on a dramatic rise. The simple reason: today's employees are loyal to their own careers, rather than to their employers. As a result, hiring managers must understand WHY their employees are engaged (or not) to ensure that these staff will naturally want to give discretionary effort in their jobs and to advance within the organization for a longer term.

"Hire Engagement" is the principle that every hire has a higher purpose. It is the belief that employee engagement should go beyond generating productive employees - it should go the heart of that employee's passion for what they do and why they do it.

"Passiontivity," a proprietary tool developed by Purposeful Hire, is a self-assessment exercise that allows both employees and prospective job candidates to align their core competencies with their career motivators.

This presentation will provide the framework for recruiting and engaging a multigenerational workforce and take participants through the Passiontivity exercise to learn first-hand how this powerful tool will raise their employee engagement initiatives to a higher level.

When: Wednesday, April 16, 2013

5:15 – 6:00 pm Registration and Networking

6:00 – 7:00 pm Dinner and Announcements

7:00 – 8:00 pm Program

8:00 – 8:10 pm Door Prizes/ 50-50 Raffle/ Wrap-Up

**Where: Hidden Creek Country Club
1711 Clubhouse Road, Reston, VA 20190**

To register, visit the Dulles SHRM website at www.dullesshrm.org



This program has been approved for 1.0 recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute. The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program.

About Our Speaker

**Shira Harrington
Founder & President
Purposeful Hire, Inc.**



Since 1994 Shira Harrington has been helping employers and job seekers discover one another. With successful practices in recruiting, generational diversity training and career coaching, Shira is keen on finding the "higher purpose" in every new hire.

Shira also is a consultant and presenter on managing the multigenerational workforce. As a subject matter expert, she brings her extensive research and her unique, 'real world' perspective of the world at work to bridge the perceived gaps between the generations and prepare executives for the coming labor shortage.

To view more information on Shira visit the Dulles SHRM website at www.dullesshrm.org



Stop Juggling! Reach Your Goals by Doing Less by Lisa Ryan

"The hardest thing to learn is not "how to juggle," but how to let the balls drop." Anthony Frost

"My name is Lisa, and I am a multitask-aholic." (Hi, Lisa...) Wouldn't it be nice to have a support group where already overextended HR professionals could come together and share the burdens of having to do everything all at once?

Multitasking has become the modus operandi of the corporate world, and Human Resources is no exception. Because of the involvement of HR professionals in so many aspects of a business, they often feel they have to multitask in order to succeed. With days filled with planned and unplanned meetings, recruiting, hiring and training new employees, along with taking care of payroll, benefits, employee relations, and everything else in the mix, there is too much to do and not enough time to do it.

Human Resource specialists often feel that they are accomplishing more when they work on several projects at once, in actuality they are less productive. Research shows that chronic multitaskers have trouble ignoring irrelevant information (oops, time to check my email; I'll be right back.) They have trouble organizing their working memory and they switch from one task to another inefficiently. Multitasking leads to more stress, less sleep and a feeling of always being on the hamster wheel. Not fun.

So how do you break the multitasking habit? According to a famous skit that Bob Newhart did several years ago on Mad TV, there are two words that will cure you – STOP IT! It's a magical mindset and a constant reminder. (If you haven't seen the video - look it up on YouTube.) You may find it helpful to encourage yourself as well as those you work with to just "STOP IT!"



Here are some tips to get work done efficiently and effectively - without multitasking:

1. **Concentrate on one activity at a time** and work on it until it's done or until you've reached a logical place to stop. Let's say that you have an hour and you want to get the following tasks done: (1) Sort through a stack of resumes, (2) Check your email, and (3) Send follow-up letters to potential candidates. You often get so involved with getting through all of the resumes or checking your email that that's the **ONLY** thing that you get done (and the emails keep coming.) It doesn't make you feel very productive, does it?

Instead, use a timer (every Smart Phone now has one) and distribute the time you have to get done what you want. Using the above example, you may choose to set the timer for thirty minutes to go through the resumes. When the timer goes off, no matter where you are in the process - **STOP!** Set the timer again for fifteen minutes to take care of your email/internet tasks and again, when the timer goes off - **STOP.** You now have fifteen minutes to

write your correspondence. If any of the tasks don't take as long as you've given them, congratulations. Take a break before embarking on the next round of tasks. The key is to assign to each task less time that you think it will actually need. You'll surprise yourself with how much more productive you are when working within a time constraint versus when you're left to your own devices. (Think about how much you get done right before you go on vacation.)

2. **Turn off your email notifications** and other distractions. It doesn't seem like a big deal, but minor interruptions can cause major inefficiencies in your work day. When you look away from what you're doing, even if only for a few seconds, it takes longer for you to readjust and get back into the groove. Chances are good that you will also make more mistakes than if you had kept to the task at hand. Start to notice and track the things that distract you throughout the day. Once you are aware of how often these incidents happen, you can prepare yourself to reduce or eliminate them from your day.

A great gift to share with your family or other significant people in your life is to "unplug" when you are with them. Begin to have dedicated time that you will not be checking email, answering calls, or working online. Give your attention to the important people in your life, even if you start off with a thirty-minute time slot in the evening. Work can wait.

3. **Take a break.** Make sure you get away from your office during the day. Go out to lunch, or if it's a beautiful day, sit outside, enjoy the sunshine and converse with colleagues or friends. Not only does taking a physical and mental break from your work recharge you and give you more energy to get your tasks done, you'll build stronger relationships as well.

It's also helpful to set up a few interruption-free times. Schedule these times on your calendar and stick to them. You may decide that on Monday, Wednesday and Friday from 9:00 - 11:00 that you are not going to schedule any meetings. This will give you a regular block of time to get focused on the projects you want to complete.

Which balls will you let DROP today? Start saying "no" more often and give yourself the time to pay attention to each task. You'll feel better about yourself, your time will become your own, and you can once again become a human BEING instead of a human DOING.



Lisa Ryan, Founder of Grategy LLC, is the author of six books, and co-stars in two documentaries: the award-winning: "The Keeper of the Keys," and "The Gratitude Experiment." To learn more, visit www.grategy.com.



Get Involved



SHRM Foundation 50-50 Raffle

Each month we raise funds for the SHRM Foundation with a 50-50 raffle. Tickets are \$1.00 each or 7 for \$5.00. The winner gets 50% of the total collected and 50% goes to the Foundation.

At the March Meeting, we collected \$32.50 for the SHRM Foundation

SHRM Foundation Vision

The SHRM Foundation is the globally recognized catalyst for shaping human resource thought leadership and research.

SHRM Foundation Mission

The SHRM Foundation advances global human capital knowledge and practice by providing thought leadership and educational support, and sponsoring, funding and driving the adoption of cutting-edge, actionable, evidence-based research.

The SHRM Foundation's work includes:

Strategic thought leadership initiative. The SHRM Foundation is conducting a multi-phase program to identify and analyze critical trends likely to impact the workplace in 5-10 years. More information.

Innovative academic research grants. The SHRM Foundation is a **leading funder** of HR research. Over the past three years, the SHRM Foundation has awarded more than \$1.8 million in grants to fund rigorous, original academic research with practical implications for HR management practice.

Scholarships. The SHRM Foundation awards \$170,000 annually in **education and certification scholarships** to professional and student SHRM members, and doctoral students.

Educational resources. The SHRM Foundation's **Effective Practice Guidelines** series makes research findings easily accessible to HR practitioners. The Foundation has also created a series of educational **DVDs** for SHRM chapter programming, staff trainings, and executive education sessions.

For more information and news about the SHRM Foundation visit their website at <http://www.shrm.org/about/foundation>



Get Involved

Dulles SHRM continues to support the Embry Rucker Shelter.

About Embry Rucker

The **Embry Rucker Community Shelter** (ERCS) is a 70-bed residential shelter that provides healthy, safe, emergency housing for families and single men and women. We are dedicated to helping our clients overcome the circumstances that led to their homelessness, and facilitate their transition to stable housing.

We are open 24 hours a day, 365 days a year and employ 20 full-time staff members. We also have several part-time staff and more than 400 volunteers dedicated to helping our clients get back on their feet.

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



At the March meeting, we collected \$75.50 for the Embry Rucker Foundation

HR Career Opportunities



Looking for a new career opportunity?

Check out these HR positions now at the Dulles SHRM Career Center <http://www.dullesshrm.org/career.asp>

Human Resources Manager

Date Submitted: 3/28/2014
Location: Alexandria, VA
Company: VOLUNTEERS OF AMERICA - NATIONAL OFFICE
Company Website: WWW.VOA.ORG

Regional Human Resources Head

Date Submitted: 3/12/2014
Location: Washington DC
Company: British Embassy

HUMAN RESOURCES SPECIALIST (NOT TO EXCEED 2 YEARS)

Date Submitted: 3/3/2014
Location: Washington DC
Company: Congressional Budget Office
Company Website: www.cbo.gov
Contact Person: Nancy Fahey
Contact Phone: 202-226-2628
Contact Email: careers@cbo.gov





Mary Roome-Godbolt, PHR – President
Cindy Snyder, SPHR - Media Director

Dulles SHRM
PO Box 1249
Herndon, Virginia 20172-1249

Dulles SHRM's - Your Chapter of Choice Newsletter is the official newsletter of Dulles SHRM; Dulles SHRM's Newsletter is published monthly.

Email submission requests to 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 www.DullesSHRM.org*



To all our new
members!

Thank You!

To all our returning members!

We're glad you've made Dulles SHRM your Chapter of Choice

