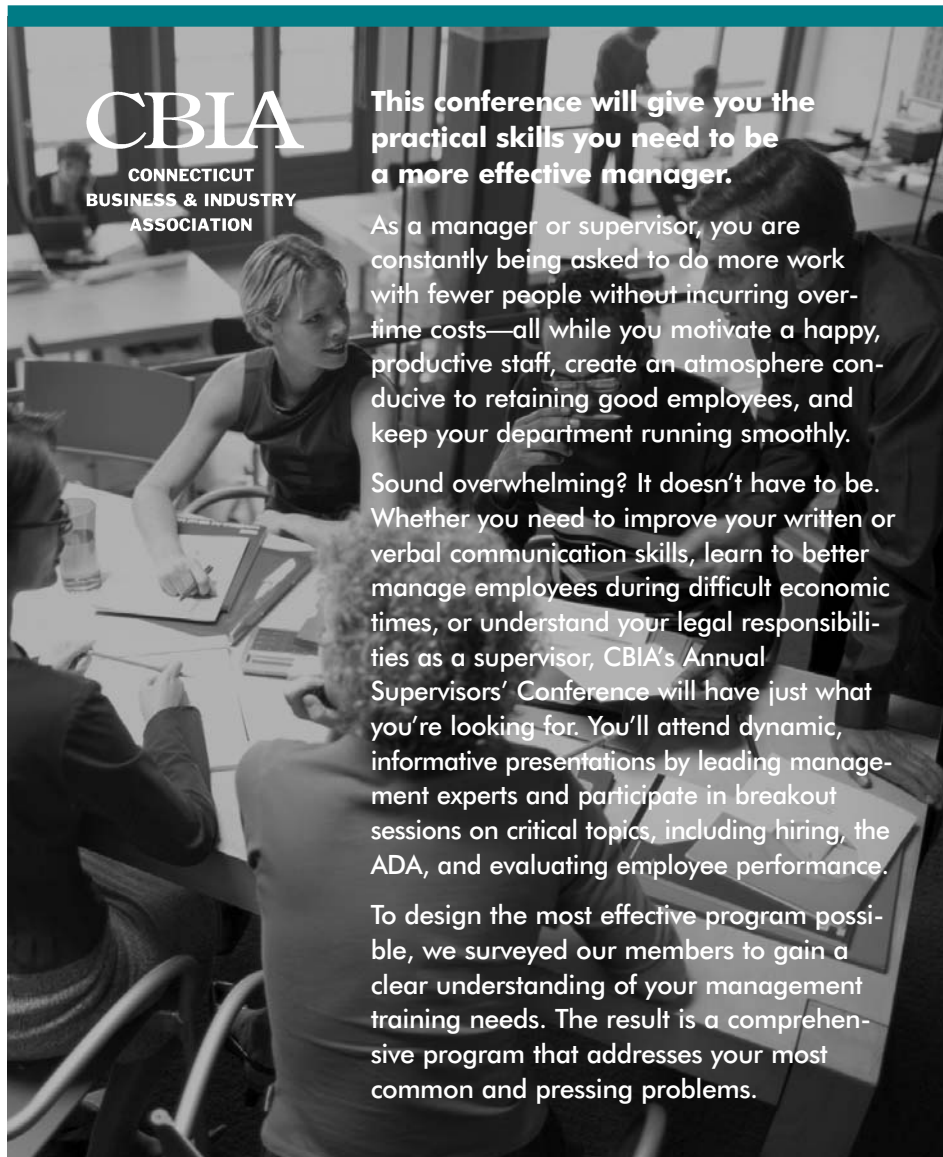


CBIA's ANNUAL Supervisors' Conference

**Essential management tools for new
and experienced supervisors**



Join the LinkedIn discussion group (**CBIA's Annual Supervisors' Conference 2009**) for registered attendees and presenters.

WHEN & WHERE

Thursday, Feb. 5, 2009

The Holiday Inn, Waterbury
(formerly the Connecticut
Grand Hotel)

8:30 a.m. to 3:30 p.m.—Program
Noon—Lunch break

KEYNOTE SPEAKER



Gail Lehmann is a partner in Action Resources, a consulting firm based in Ridgefield, Connecticut.

Since 1985, Action Resources has matched corporations with high-quality, independent instructors, facilitators, consultants, coaches, and speakers to help companies meet their training and consulting needs.

Lehmann has been a consultant and instructor in the field of career development since she received her master's degree from Lehman College in New York City. She has designed and facilitated customized seminars on career management, work-life flexibility, and coaching and feedback.

The focus of her work is assisting clients to develop and retain their talent in order to maximize productivity and profitability.

COST PER PERSON

CBIA member companies: \$89
Nonmember companies: \$150

REGISTRATION

Phone: 860-244-1977
Fax: 860-278-8562
Internet: cbia.com
E-mail: registrar@cbia.com

AGENDA

8:30 a.m.

Introduction

8:40 a.m.

Increasing Your Effectiveness by Improving Work-Life Flexibility

Gail Lehmann, Partner, Action Resources

Work-life flexibility continues to be an important issue as the business community competes to recruit, develop, and retain quality talent. This presentation is designed to give you specific tools and techniques, to enable you to take more control of your life and your work.

Lehmann's presentation will focus on priorities and motivators and will help you learn to allocate your time and energy more effectively. You'll learn strategies that will enable you to manage challenges and commitments to yourself, your family, and your company.

10:10 a.m.

Break

10:25 a.m.

Communicating in the Multi-generational Workplace

Izzy Gesell, M. Ed., CSP, Head Honcho, Izzy G and Company

Did you know that this is the first time in American history that we have four different generations working side-by-side? In our post-industrial society, organizations are flatter, causing more of a generational mixing of workers than during the industrial age. The increased diversity results not just from this mix of generations, but also from a mix of cultures. Consequently, today's leaders must often contend with problems that are more complex than they seem. And there are no simple solutions.

Noon

Lunch

12:40 p.m.

Luncheon keynote

Supervising in Difficult Economic Times

Paul Bartosic, Sales Director – Account Management and Service, Anthem Blue Cross and Blue Shield

During these difficult economic times, it's important to remember that you manage people. They may have issues outside work that will affect their performance and attitude at work. Your job will require that you handle problems that you may never have

encountered before with employees who have never had problems at work before. Bartosic will explore these issues from his perspective as an experienced manager of many different kinds of employees.

1:30 p.m.

Breakout sessions

How to Hire the Right Person for the Right Job

Dr. Robert Satterwhite, Managing Director, APT Inc.

The Supervisor's Responsibilities Under ADA/Reasonable Accommodation

Joshua A. Hawks-Ladds, Member, Pullman & Comley

Daniel A. Schwartz, Member, Pullman & Comley

2:40 p.m.

Business Writing for Supervisors and Managers

Ilana Traverse, Principal, IMA Associates

Annual Performance Evaluations: How to Make Them Effective for You and the Employee

Jonathan B. Orleans, Member, Pullman & Comley

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Name _____ Title _____

E-mail _____

Company _____

Mailing address _____

City _____ State _____ ZIP _____

Telephone _____ Fax _____

CANCELLATION POLICY: Registrants who do not cancel at least four business days prior to the program date will be responsible for the full seminar fee. Please call if you have special needs. Payment required prior to program. Please send completed form and your check, payable to CBIA, to: **Registrar, CBIA, 350 Church St., Hartford, CT 06103-1126.**

*CBIA believes this is a non-taxable, general education conference. However, if the content of the program directly relates to a specific skill required for the satisfactory performance of your job, then the seminar is taxable to your company. Your company should pay 6% sales tax with this registration. (Federal tax ID #06-0439660)

Your Registration Code is: WEB

COST PER PERSON

- CBIA member companies \$89
- Nonmember companies \$150

Subtotal \$ _____

Add 6% CT sales tax (x 0.06)* = \$ _____

TOTAL DUE \$ _____

Payment required prior to program.

Check enclosed (payable to CBIA)

Charge my: MasterCard VISA
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