

SUPERVISOR TRAINING

May 1, 2024 | 8 am - Noon

Blain Supply Conference Center
3507 E. Racine Street, Janesville, WI



SHELLEY SMITH

MANAGING DIR.,
LEADERSHIP
PRACTICE &
EXECUTIVE COACH
AT LAK GROUP



INGA CUSHMAN

HUMAN
RESOURCES
MANAGER AT
VILLAGE OF
COTTAGE GROVE



CAITLIN STENE

DIRECTOR OF
ADMINISTRATIVE
SERVICES AT CITY
OF SUN PRAIRIE



TROY THOMPSON

ATTORNEY
AT AXLEY
ATTORNEYS



SHAWN GULYAS

FOUNDER & THE
THOUGHT
CATALYST AT
HUMANWORKS8

Agenda

8 A.M.	Registration, Networking, Light Breakfast
8:30 A.M.	Feedback and Coaching Skills for Leaders <i>Shelley Smith, LAK Group</i>
9:45 A.M.	<p>Breakout 1: Satisfying the Employer's Duty to Act Under Federal & State Law - Investigating Concerns of Discrimination, Harassment, or Retaliation <i>Troy Thompson, Axley Attorneys</i></p> <p>Breakout 2: Unleashed Potential: The Art of Delegation and Trust <i>Inga Cushman, Human Resources Manager at Village of Cottage Grove</i> <i>Caitlin Stene, Director of Administrative Services at City of Sun Prairie</i></p>
11 A.M.	Elevating the Employee Experience – Moments that Matter <i>Shawn Gulyas, humanworks8</i>
NOON	Adjourn

Register Today!

- **FREE** for BHRA Members
- **\$20** Before April 15
- **\$30** After April 15

Scan the QR Code
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Shelley Smith

LAK Group, Managing
Director, Leadership
Practice & Executive
Coach

Feedback and Coaching Skills for Leaders

Presentation: Leaders have responsibilities that no one else has, and they are expected to help get work done through others by developing and supporting them. It is often challenging for leaders to not give an answer, advice, or direction when they are asked a question. It is the auto-pilot response in the moment.

Providing feedback and developing coaching skills can help a leader to respond in a way that is inclusive of the other person in the decision making process and build their critical thinking skills and confidence at the same time.

Through this session, leaders will be able to:

- Improve their ability to empower their teams by integrating feedback and coaching into how they lead, and
- Build their confidence to lead more effectively

Bio: Shelley joined LAK Group in 2019 with more than 20 years of experience in leadership, consulting with executives, and coaching and organizational development. She is a credentialed executive coach and currently is the Managing Director of the Leadership Development and Executive Coaching Practice with LAK Group. Shelley's areas of expertise include executive coaching, physician leadership coaching, leadership/talent development, change and succession management, and performance consulting.

Prior to joining LAK Group, Shelley was the Senior Director of Leadership Development with Aurora Health Care and spent 16 years in the financial services industry in various roles that included a position as branch manager and leading the training and development function.



Troy Thompson

Axley Attorneys,
Attorney

Investigating Concerns of Discrimination, Harassment, or Retaliation

Presentation: Under federal, state, and some local fair employment laws, an employer and its managers and supervisors generally have a duty to act in response to any internal report or observation of potential discrimination, harassment, or retaliation. The employer has a duty to prevent such conduct, to conduct a prompt and thorough investigation into all such reports, and to take appropriate action to address such matters. Managers and supervisors have a duty to model positive leadership and report all such matters so that the employer may satisfy its duty to act. An employer that fails in its duty to act based upon lack of action or understanding can unnecessarily expose itself to legal criticism and significant liability. In this presentation, Troy will outline the duty to act and describe some of his successful HR best practices. Bring your questions and management team colleagues.

Bio: Troy D. Thompson is an attorney and Labor and Employment Practice Group Leader with Axley Law Firm with offices in Janesville, Madison, and Waukesha. He has been representing businesses in labor and employment matters for more than 25 years, including in the areas of employee performance management, risk avoidance, internal investigations, and corrective action. He has successfully defended employers in dozens of discrimination, harassment, and retaliation claims. He is well-known for his strong commitment to his clients' current and long-term success. He counsels his clients to commit to excellence, exceptional service, continuous improvement, and always lift up. He and his wife have together provided hundreds of hours of local youth coaching including on behalf of their daughters who are NCAA Division 1 collegiate endurance runners in the ACC and Big 10 Conferences.



Inga Cushman

Village of Cottage Grove, Human Resources Manager



Caitlin Stene

City of Sun Prairie, Director of Administrative Services

Unleashed Potential: The Art of Delegation and Trust

Presentation: In this engaging conference session, we delve into the essential aspect of effective leadership: delegation and fostering trust within teams. Too often, supervisors find themselves trapped in the cycle of micromanagement, hindering employee growth and team productivity. This session aims to equip leaders with strategies to delegate responsibilities efficiently while cultivating a culture of trust and autonomy. Through interactive discussions and practical insights, attendees will learn the importance of clear communication, setting expectations, and providing support to empower their teams to thrive. Join us to discover how embracing delegation can unleash the full potential of your workforce and elevate your leadership effectiveness.

Bios: Inga Cushman is the first Human Resources Manager for the Village of Cottage Grove. Before accepting this position in August 2023, Inga worked for the City of Milton for 16 years in various capacities – from human resources management and developing the City’s strategic plan, to park planning and historic preservation efforts. She earned her MPA from Northern Illinois University and is a SHRM Senior Certified Professional (SHRM-SCP).

Caitlin Stene is the Director of Administrative Services for the City of Sun Prairie where she oversees the human resource, clerk, finance, IT and assessing departments. Prior to working for the City, Caitlin served as the Deputy Administrator/Clerk for the Village of Waunakee and the Administrator for the Village of Cross Plains. She received her MPA from the University of Kansas (Rock Chalk!) and is a SHRM Senior Certified Professional.



Shawn Gulyas

humanworks8, Founder & The Thought Catalyst

Elevating the Employee Experience - Moments that Matter

Presentation: Join Shawn Gulyas, from humanworks8, in an interactive presentation focused not on leadership grand gestures, but rather the small moments in organizational culture that have long-lasting impact on employee engagement and retention. How can leaders at all levels in an organization build sustainable practices and habits that lead to cultural belonging and a renewed sense of mattering for every individual? Shawn will share tools and tactics that will jumpstart your efforts and provide direction for any role that truly cares about elevating the employee experience.

Bio: Shawn exists to design and facilitate creative experiences that challenge one’s thinking and action – helping individuals and companies find their authenticity and elevate their people touchpoints. After a 25-year leadership career in Human Resources, Shawn founded humanworks8 to work with organizations in need of bringing their work to life through championing people.

Shawn and his team have guided organizations to improve their bottom line by building sustainable people practices through four end-to-end service solutions: The Core Value Touchpoints – Culture Development Solution, The Talent Canvas – Talent Optimization Solution, The Leadership Model – Leadership Development Solution and The Way – Strategic Planning Solution.

Subscribe to humanworks8’s podcast humanscape hosted by Shawn on Apple podcasts, Spotify, YouTube or wherever you listen to your favorite shows. Every Wednesday Shawn shares what’s on his mind through his weekly Wondering Wednesday conversations on LinkedIn.

Think of Shawn as a “jump-starter” of energy and ideas around the belief that Everyone Matters and as a leader who creates cultures and communities where values, natural instincts and well-being are the essence of success. Other things Shawn believes in: Peace, Wonder and Yoda.