

# Webinars: Best Management Practices

## Succession Planning

Tuesday, April 19, 1 - 3:30 p.m.

1. Define and understand succession planning, the need for a program, and linkage to the strategic plan.
2. Complete your own associate profile and identify what development is needed within yourself, as you will be mentoring and assessing the performance for identified successors/candidates.
3. Clearly identify the goals of the program that will be communicated through policy.
4. Define the critical roles within the organization and complete management replacement charts for high-potential candidates.

## Supervisor Training: Motivating Team Members

Tuesday, May 24, 9 a.m. - 5 p.m.

1. Understand the role of supervision/management within an organization.
2. Recognize the impact that supervisors/managers have on employee engagement.
3. Review the essential skills of leadership.
4. Understand employee motivation and what a supervisor/manager can do to set the stage for motivation.

## About the Trainer – HR Consultants, Inc. (HRC), Johnstown, PA

Leading these sessions for HRC will be Brooke Contacos, a Certified Professional in Human Resources (PHR). She has been involved in a multitude of projects supporting various HR functions, and has provided extensive support for a variety of clients, including for-profit, nonprofit and governmental entities. In 2021 she was recognized as one Pennsylvania Business Central's Foremost Under 40.

Her prior work experience includes serving as General Manager for a manufacturing firm and as an Executive Team Leader of Human Resources for a large retailer. She holds a Bachelor's in Marketing with a Minor in Management from Saint Francis University.

## Webinar Costs and Registration

WPHDA member agency: \$100/webinar

Non-WPHDA member agency: \$125/webinar

REGISTRATION for SUCCESSION PLANNING due Wednesday, April 13

REGISTRATION for SUPERVISOR TRAINING due Monday, May 16

**Questions?** Please contact Julie Kascal | 412.661.0591 | [events@wphda.org](mailto:events@wphda.org)