

Register for CHRA February 17, 2010

THREE WAYS TO REGISTER

- 1) Online: www.chra.com/events.htm
- 2) Fax form to: 410.752.8295
- 3) Mail to:
CHRA, 720 Light Street, Baltimore, MD 21230

REGISTRATION FEES:

CHRA Members:

- Education Session I Only \$35.00
- Education Session II Only \$35.00
- Both Education Sessions \$70.00

Non-members

- Education Session I Only \$55.00
- Education Session II Only \$55.00
- Both Education Sessions \$110.00

Full Time Student

- Full Time Student Member Call for pricing

On site registrants:

Please add \$15.00 to the corresponding fee listed above.

CONTACT INFORMATION:

Name: _____

Email: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Please note any special accommodations required for you to attend this event: _____

METHOD OF PAYMENT

- Check enclosed with registration - payable to CHRA
- Charge now to: VISA / MC / AMEX
- Reserve with a credit card and pay at the door.

Card #: _____

Exp. Date: _____ Signature: _____

**Registration will close Monday, February 15, 2010 at 9:00 a.m.
All other registrations will be taken at the door, if space is available.



Upcoming CHRA Events


March 17, 2010
7:45am – 11:00am

“Risk Assessment–Violence in the Work Place”
(1 hour program)
Presented by Michael Heitt, PsyD
Heitt Clinical and Corporate Consulting, LLC

April 19, 2010
CHRA Annual Spring Conference

Baltimore Marriott Hunt Valley Inn
Sponsorship Opportunities Available!
Call 410-752-3318

www.chra.com



Chesapeake Human Resources Association
Monthly Program
Wednesday, February 17, 2010
PSA Financial Learning Center

Education Session I:
The Write Impact:
Creating Written Communications
that Inform, Influence and Empower
presented by
Kim Fabian, President, Ovations Inc.
This program is not approved for recertification credit

Education Session II:
Accounting 101:
How HR Professionals Affect the Bottom Line
presented by
Lawrence G. Singleton, Ph.D., CPA,
Founder, Singleton Associates, LLC
This program has been approved for
2 hours of strategic credit towards recertification

Schedule:

7:45am	Registration / Continental Breakfast
8:30am – 8:45am	Welcome & Announcements
8:45am – 9:45am	Education Session I
10:00am – 12:00pm	Education Session II
12:00pm – 12:30pm	New Member Orientation

Education Session I

The Write Impact: Creating Written Communications that Inform, Influence and Empower

Presented by **Kim Fabian**,
President, *Ovations Inc.*

This program is not approved for recertification credit

Education Session II

Accounting 101: How HR Professionals Affect the Bottom Line

Presented by **Lawrence G. Singleton, Ph.D., CPA**,
Founder, *Singleton Associates, LLC*

*This program has been approved for
2 hours of strategic credit towards recertification*

Registration Information

EVENT LOCATION

PSA Financial Learning Center
11311 McCormick Road • 5th Floor
Hunt Valley, MD 21031-8622
Phone: 410.821.7766

Take I-83 to Exit 20A Shawan Rd. Turn right onto McCormick Road.
Building and parking lot will be on the left hand side of the road.

About the Program and Presenter

Effective writing skills are not just important for members of the marketing staff who promote your company to the outside world. They are equally vital for the human resources team, whose members communicate daily with your company's most significant audience—its employees.

But are your internal communications making the “write” impact? In this interactive session, you'll learn effective ways to grab and hold the reader's attention, avoid embarrassing errors, manage the use of jargon, deliver bad news gracefully, and generate enthusiasm for new initiatives. Whatever your role, you'll find out how powerful written communications can give you the edge in educating, engaging and empowering employees.

Kim Fabian has 17 years of experience as an award-winning writer, businesswoman and advisor of top performers. A sought-after speaker, trainer and consultant, she is president of *Ovations Inc.*, a company that offers corporate communications consulting and training programs to drive performance in organizations. Kim specializes in internal communication and experiential team-building programs—both with the goal of improving employee engagement, satisfaction and performance.

Author of *Magic Moments: A Busy Woman's Guide to Forgotten Pleasures*, she has been featured on numerous radio and television programs across the country, as well as in many publications, including *The New York Times*, *The Washington Post*, *First for Women*, *Selling Power*, *Fit*, *The Daily Record* and *SmartCEO*.

About the Program and Presenter

In this HR-friendly introduction to accounting and finance, you will learn about the basic financial statements and how HR professionals affect the organization's financial performance. This session will also cover accounting fundamentals, including revenue and expense recognition and how HR professionals affect the bottom line, as well as the current literature regarding various metrics focusing on HR.

Lawrence G. Singleton is Associate Dean for Undergraduate Programs and Associate Professor of Accountancy in the School of Business at The George Washington University in Washington, D.C. He teaches financial accounting and managerial accounting courses to undergraduate and graduate students. Dr. Singleton has instructed financial executives within the United States government as well as international executives. He founded *Singleton Associates, LLC* to provide training and consulting services to professional services firms, corporations, not-for-profit organizations, and government agencies.

CANCELLATIONS

If you must cancel your registration, please do so online using your confirmation code or in writing to CHRA. The request must be received no later than the close of business on Friday, February 12, 2010. If you do not cancel according to this policy, you will be assessed the full program fee. CHRA reserves the right to cancel if the reservation minimum is not met by the early registration date.

WALK-IN REGISTRANTS

Please pre-register for the meeting. Space is limited and cannot be guaranteed. Walk-in registrations will only be accepted if space allows after all pre-registered participants have been accommodated.

QUESTIONS

Contact CHRA at 410.752.3318.