Mid-Year 2018 Conference
February 28 - March 1, 2018
University of Georgia Gwinnett Campus
2530 Sever Road
Lawrenceville, Georgia 30043

SCOPE
The conference provides Georgia Local Government Personnel Association members the opportunity to improve technical proficiencies, build managerial skills, and exchange information with peers in an informal, but professional, setting.

PARTICIPANT RECOGNITION
Participants are awarded Continuing Education Units (CEUs), which are on record at the University of Georgia’s Carl Vinson Institute of Government. One unit per ten hours of instruction is awarded, with decimal units given for less than ten hours. For instructions on how to access your CEU transcript for classes taken through Carl Vinson Institute of Government, go to http://www.cviog.uga.edu/trainingrecords.

REGISTRATION
The full conference fee of $245.00 includes instructional costs, materials, and two full days of training for registered attendees. The one-day fee of $122.50 includes instructional costs and materials for one full day of training.

Please register online by visiting the Carl Vinson Institute of Government website at http://www.cviog.uga.edu/glgpa and pay by credit card. You may be prompted to request a password to access the online registration system. Once you receive the password, you can view or update your profile, and register for the conference.

If you are unable to register online and pay by credit card, please print the registration form, complete it, and mail with a check to the address listed on the registration form. We cannot accept credit card payments through the mail; payment by credit card is available only via the online method.

Payment of fees must be received before your conference enrollment can be confirmed. Confirmation is sent to the address listed on the registration form.

ONE DAY REGISTRATION FEE
The option of a one-day registration fee of $122.50 is available to those members who select a single course to complete a certificate level or who will be able to attend only one day of training. If you need to take classes on both conference days, you are required to submit the full registration fee.

CANCELLATION AND REFUND POLICY
Written notice of cancellation must be postmarked/dated no later than February 5, 2018 to receive a full refund of registration fees. Written requests postmarked/dated between February 6 and February 13 will be assessed a 25% administrative fee, and requests postmarked/dated after February 13 are not eligible for a refund. Registrants who fail to attend, cancel, or send a substitute are liable for the full registration fee. Substitution of participant is encouraged over cancellation. To cancel registration or send a substitute, please send notification by email Precious Cooper at pcooper@uga.edu or by mail to her at Carl Vinson Institute of Government, University of Georgia, 201 N. Milledge Avenue, Athens, GA 30602-5482.
LOCATION
The 2018 GLGPA mid-year training session will be held at the University of Georgia Gwinnett Campus, 2530 Sever Road, Lawrenceville, Georgia 30043. For directions, please visit their website at https://gwinnett.uga.edu/ for information.

SPECIAL NEEDS
If you require special services, please contact Precious Cooper at pcooper@uga.edu or (706) 542-0402.

CONFERENCE INFORMATION
If you have questions concerning your courses or progress in the certificate program, contact:
Precious Cooper – conference logistics
Carl Vinson Institute of Government
(706) 542-0402 or pcooper@uga.edu

AGENDA

Wednesday, February 28, 2018
9:00 am – 4:00 pm  Managing HR in a Political Environment
Level I (6 hours)
Bryan Fobbus

Discipline and Grievances
Level 1 (6 hours)
Elizabeth McBurney

Employee Recruitment and Selection
Level I (6 hours)
Trinija Martin

Managing Risk and Controlling Loss
Level 1 (6 hours)
Rita Odom

Thursday, March 1, 2018
9:00 am – 4:00 pm  Ethics in Local Government
Level I (6 hours)
Megan Martin

Effective Performance Appraisal Systems
Level 1 (6 hours)
Niki Graham

Job Analysis for Training, Testing and Promotional Assessments
Level I (6 hours)
Elizabeth McBurney

Components of Budgeting
Level 1 (6 hours)
Chiquita Barkley