



AUGUST PROGRAM MEETING

The Unmade Leader

Speaker: Rhett Laubach,
YourNextSpeaker, LLC

Radisson Tulsa Airport
2201 N. 77th E. Ave.

August 19, 2009

Program Meeting 11:15-1:00



~ IN THIS ISSUE ~

August Meeting	1
TAHRA Advertising	2
President's Letter	3
Vendor Directory	4
August Learning Lab	5
Diversity Matters	6
New Members	7
Coming Attractions	8

TAHRA
918-344-4622
admin@tahra.org
www.tahra.org
P. O. Box 140958
Broken Arrow, OK 74014

The Unmade Leader

by **Rhett Laubach**

Leadership is an age old topic. This session takes a fresh look at the question, "Are leaders born or made?" The content is based around seven leadership "Switches" that literally turn on and off a leader's ability to positively influence others.

This program is designed to show the audience the importance of leadership through a new set of glasses. The learning objectives are: to gain a fresh insight on the impact of your leadership on your team's performance, to learn no less than five concrete strategies for aligning your leadership tactics with your team's goals, and to share/input best case scenarios with fellow attendees.



Rhett Laubach

Rhett Laubach has changed the way thousands of people across the nation think about leadership. As a professional speaker, author, presentations coach, Personal Leadership Insight expert and owner of YourNextSpeaker, LLC, he has taught leadership skills for over 15 years, to more than half a million audience members and in 40 states, the Bahamas and Canada. Rhett's clients include students, educators and business professionals in the agriculture, sales, human resource, banking, health, transportation and insurance industries. His programs are high-energy and high-impact.

Rhett's primary focus is the development of Personal Leadership Insight; our ability to positively influence people and situations to create value and growth. This curriculum includes a vast array of assessments, program content and online resources. He authors two popular blogs: Personal Leadership Insight is his leadership blog at <http://pliblog.yournextspeaker.com> and Authenticity Rules is his presentation coaching blog at <http://www.authenticityrules.com>.

Rhett lives in Edmond, Oklahoma and is a dedicated Christian, husband, father and community leader. As a seasoned veteran and an active member of the National Speakers Association, he guarantees to make you think, make you laugh and make you better!



“Making A Difference”

WEBSITE ADVERTISING (500+ members with access and .org is open to public)

Home Page Rotating Banner - \$300 for 90 Days—\$1,200 Annually

Must be web-ready GIF with size 125/99. All banner advertisements must be submitted in electronic format. No mechanical products will be accepted for placement. Animated ads are acceptable. All advertisers must provide their own artwork acceptable to TAHRA. All production charges will be the advertiser's responsibility and TAHRA does not pay any commissions or fees. Mechanical copies must be submitted for TAHRA files.

Home Page, Career Center and Directory Pages - \$500 for 90 Days—\$1,500 Annually

All Other Website Pages - \$400 for 90 Days—\$1,000 Annually

NEW!! Click Through to link to your EVENT - \$125/month—\$200 for 2 months

NEW!! Vendor Directory Introductory Offer -

General Listing - \$100 Annually

Premium Listing with Logo - \$200 Annually (per category)

**Multi-year or multi-page listings: 25% discount*

Must be submitted as web-ready electronic file in GIF or JPG format. Advertisement size must not exceed 200 pixels x 200 pixels. Animated ads are acceptable, but must be approved by TAHRA before use.

GET YOUR
MESSAGE OUT
TO THE
LARGEST AREA
POOL OF HR
CONTACTS!

E-NEWSLETTER ADVERTISING (500+ members with access)

One Issue (Buy 2 ads Get 1 Free)

or **Annual Subscription** (10 Issues) Best Value!

1/4 Page \$200

\$1,080 (individual ads valued at \$1,450)

1/2 Page \$300

\$1,500 (individual ads valued at \$2,100)

Full Page \$450

\$2,000 (individual ads valued at \$3,150)

PROGRAM SPONSOR ~ MONTHLY MEETING OR SPECIAL EVENT \$400 (avg. 100-175 members in person)

1. Exclusive sponsor for the meeting.
2. Display table in the registration area. Banner, brochures, and giveaways are acceptable.
3. Three (3) minute organizational presentation.
4. Company name and logo included in the e-newsletter the month announcing the program.
5. Written company informational packets at each place setting.
6. Door prizes are acceptable, but will be presented after collection of business cards, when the educational session is completed (at the end of the meeting).
7. Organizational name on meeting agenda.
8. Food & beverage for two (2).

NEW!! Let us develop your CUSTOM MULTI-MEDIA PROMOTIONAL PACKAGE

All packages earn discounts on further options. Run a banner or website ad, sponsor a hole at the golf tournament, a program or a networking event, run ads in the newsletter, get a set of mailing labels, and send e-blasts at holidays... We'll build a package you can afford that will keep your name in front of HR professionals all year long!

Contact Susan McGinnis, Fundraising Chair, 918-369-5900 or susan@benex.org



Visit the new
TAHRA.org website!





Welcome back! I hope everyone enjoyed their summer. Some time ago I was driving north on Highway 169 when I saw a billboard that read, "It's times like these that separate the men from the boys." I realize the sign was not "politically correct" but the point to take away from it is clear, "What are we doing to separate ourselves from the rest?" As HR professionals we must help our companies and the employees we serve to be the "men" and not the "boys". How can this be done? I believe one solution is continuous learning.

Continuous learning means constantly looking for ways to improve your HR and business knowledge. The Society for Human Resource Management is a great resource for HR related webinars, white papers, legal updates, publications, templates, tools...the list could go on forever! Some of these resources are available to non-members, but to take full advantage of all there is to offer, then you need to join SHRM. For more information about joining, visit them online at www.shrm.org.

Pick up a book, magazine, or newspaper and READ! Recently SHRM released the top 24 books from the SHRM conference. The list included books such as How to Deal with Annoying People by Kimberly Allyn and Bob Phillips; Essential Guide to Workplace Investigations by Lisa Guerin; Booher's Rules of Business Grammar by Dianna Booher; and What If? Short Stories to Spark Diversity Dialogue by Steve Robbins. To get you on the reading path, we will be giving away one copy of each of these books at the August TAHRA program meeting. All you need to do is drop your business card at the registration table.

Speaking of TAHRA, we are another source of continuous learning for our members and guests. Each month TAHRA offers a one hour program meeting and a two hour learning lab to enhance your HR knowledge. So far this year we have provided 17 hours of continuing education credits for PHR, SPHR, and GPHR certified HR professionals. Three of those hours counted specifically towards strategic credit. Not only are these great sources for learning, but with over 1,000 members and guests attending these meetings during the first 6 months of the year, they are also great networking opportunities. I encourage you to check our website, www.tahra.org, for more information regarding upcoming events and to register.

Finally, be a mentor or be mentored! Ask if your company has a formal mentoring program and find out how to join. If they do not have a formal program, don't let that stop you from finding a mentor or becoming one. You can always take it upon yourself to ask someone within your organization to share with you knowledge they have gained through their career. Perhaps you have always wanted to know more about the operations side of your business, so seek out an employee from that department. Just remember, in order for the relationship to be successful, each person must be willing to participate and have the time to commit.

I hope you will consider some of these things and I look forward to learning with you.

Holly Fisher

Holly Fisher, PHR
2009 President



FUNDRAISING

Susan McGinnis, Fundraising Chair



When a TAHRA member is searching for a vendor, you want them to have your information, right? Now they will, through the website's new **Vendor Directory**. As a new sponsorship opportunity, the **introductory rates** are only good through 2009. You get to pick from two rate levels: The Standard Listing includes Company Info by Category for \$100/year. Or if you have a really cool logo you want to include that is the Premium Listing for a mere \$200/year. Also, your premium logo would be served up in a rotating ad in one of the level-3 front page ad spaces!

The category choices are:

- Assessments/Skills Testing
- Compensation and Benefits
- Employee Recruitment and Retention
- HR Consultants
- Other
- Background Screening and Investigation
- Employer Programs and Services
- Health, Wellness, and Safety
- HR Technology
- Training and Development

You are NOT limited to a single category. To sign up today, please contact Susan McGinnis, TAHRA Fundraising Chair: susan@benex.org.

Reliant
on-demand HR technology™

Reliant LMS
Welcome Chris Wright
Reliant LMS

Reliant LMS
LMS DASHBOARD

Active Employees
5239

Completed Courses
3451

Completed Tests
3031

Evals YTD
2207

Search Employees
First Name: _____ Last Name: _____
Job Code: _____
Co Location (District): _____ Adm? [YES] [NO] [GO]

Logins YTD
32398

360s YTD
1785

Top Locations

Location	Score
Tulsa	85.79
Omaha	85.02
Denver	84.99
St Paul	84.36

Reliant's Learning Management System
the fast, easy and affordable way to track your entire company training program.

Now with a customizable Dashboard -
providing instant access to vital information you need now!

918.770.0590 ❖ info@reliantlive.com ❖ www.reliantlive.com

The ABCs of JDs: Basics of Writing Effective Job Descriptions

Presented by: Foreman & Associates, Inc.

This workshop is designed as a practical overview for human resources professionals and students reflecting current best practices on how to use and prepare job descriptions. The presentation identifies an extensive array of uses for job descriptions in the organization and discusses the potential impact of job descriptions on various organizational systems, such as manpower management, performance management, strategic planning, compensation etc... Particular attention is given to the techniques for gathering and assessing data for job descriptions. In addition, the specific elements of job description design are introduced and tips for writing documents which avoid common pitfalls are discussed.

This presentation will provide participants the opportunity to understand:

1. Numerous purposes served by the Job Description

- ▶ Critical connections for Organizational success and Human Performance systems
- ▶ Legal implications of the document

2. Conducting a Job Analysis

- ▶ What information to gather
- ▶ Who to include in the Job Analysis
- ▶ Assessment Issues

3. Anatomy of the Job Description

- ▶ Purpose
 - ▷ Strategic
 - ▷ Outcome-focused
 - ▷ Accountability-driven
- ▶ Structure
 - ▷ Functions
 - ▷ Competencies
 - ▷ Qualifications
- ▶ Optional Elements

4. Tips for Writing Job Descriptions

- ▶ Format
- ▶ Style

Presenters Bios:

Presenters, Dave and Debra Foreman are principals of Foreman & Associates, Inc. an organizational and personal development consulting firm based out of Tulsa, Oklahoma which has been in business since 1996. The focus areas of the firm include: Organizational Diagnosis, Group Learning Experiences, Executive and Personal Coaching, and HR Outsource Services.

Dave has managed domestic and international consulting projects for clients in the petroleum, manufacturing, municipal government, educational and service sectors. He began his career as a crisis counselor, trainer and community development specialist and then joined Cities Service Oil & Gas Company where he served for many years as manager of human resources and services for Oxy USA's Houston Division and Southern Region. He earned a Bachelor's degree in psychology/social work from the University of Arkansas, with further concentration in public administration. He holds practitioner certifications in neuro-linguistic programming as well as numerous instructional licenses. Dave has served as president of the Tulsa chapter of the American Society of Training and Development, and is currently Vice President of the board for Volunteer Central of the Greater Tulsa Area.

Debra has more than twenty-five years experience in the energy, aviation repair and manufacturing industries. She has directed human resources, organizational development and administrative functions for both domestic and international companies. Beginning her career with Cities Service Oil Company, Debra gained further business experience as Director of Organizational Development for Santa Fe Minerals. NORDAM then recruited Debra to join their executive staff as Director of Corporate Development with accountability for HR, OD, internal communications and public relations. She returned to the energy business as Vice President Administration for an independent oil exploration company. In late 1999, Debra transitioned from her career as an internal executive consultant to join Foreman & Associates, Inc. She holds a BSE from Oklahoma Christian College, and a Masters in Adult Education and Psychology from the University of Tulsa. She holds a variety of instructional licenses and certifications in management training.



As this country embarks on a journey to confirm a new Supreme Court Justice, the opportunity is available for more inclusion in the judicial system in this country. With the face of America looking on the evolution of the high court would start to resemble the fabric from which it is cut. The following article by Jeffrey Toobin will lend some insight to system we have come to depend upon and place our faith in as American citizens.

In making nominations to the Supreme Court, Presidents care about diversity, which is a relatively new term for an idea that is nearly as old as the Court itself. In the early days of the republic, when regional disputes were the foremost conflict of the era, nominees were generally defined by their home turfs. So Presidents came to honor an informal tradition of preserving a New England seat, a Virginia seat, a Pennsylvania seat, and a New York seat on the Court. In the nineteenth century, as a torrent of European immigrants transformed American society, religious differences took on a new significance, and Presidents used Supreme Court appointments to recognize the new arrivals' growing power. In 1836, Andrew Jackson made Roger B. Taney the first occupant of what became known as the Catholic seat on the Court, and that tradition carried forward intermittently for more than a century, with Edward White, Joseph McKenna, Pierce Butler, Frank Murphy, and William J. Brennan, Jr., occupying the chair. In 1916, Woodrow Wilson nominated Louis D. Brandeis, establishing the Jewish seat, which later went, with brief overlapping periods, to Benjamin N. Cardozo, Felix Frankfurter, and Abe Fortas.

With the distance of history, this evolution looks almost inevitable, but the patterns of Supreme Court nominations reflect larger struggles in American life, and many of the confirmation fights were bitter. Moreover, the Justices themselves had little success in addressing the sources of these tensions. (Regional balance on the Supreme Court didn't prevent the Civil War, and religious diversity didn't do much to halt anti-Catholic and anti-Semitic bigotry.) In our own era, when race and gender have defined so much of our politics, it isn't surprising that the appointment of the first African-American, Thurgood Marshall, in 1967, and the first woman, Sandra Day O'Connor, in 1981, became landmarks in the history of both the Court and the country. Nor is it surprising that these appointments—and President Obama's choice of Sonia Sotomayor, who if confirmed will be the first Hispanic Justice—illuminate our current ideas about diversity.

The use of biographical detail to predict or explain the course of a Supreme Court career is a tool of modest helpfulness. (How much does it matter that John Paul Stevens grew up in Chicago, where his family owned the swanky Hotel Stevens? When Anthony M. Kennedy and David H. Souter were appointed to the Court, both men still lived in the houses they were

raised in. So?) Still, one can only admire the way that Sotomayor, who spent her childhood in a housing project in the South Bronx, won scholarships to Princeton and Yale Law School, where she excelled, then distinguished herself as a prosecutor and as a private lawyer. More important, for present purposes, her seventeen years as a federal judge in New York reveal her to be a thoughtful and pragmatic liberal, with an acute sense of the real-world implications of her rulings.

As with earlier breakthrough nominations, Obama's selection of Sotomayor has stirred some old-fashioned ugliness, and in that alone it serves as a reminder of the value of a diverse bench and society. Some anonymous portrayals of the Judge offered the kind of patronizing critiques ("not that smart") that often greet outsiders at white-male preserves. Women who have integrated such bastions will be familiar, too, with the descriptions of her temperament ("domineering"), which are of a variety that tend to reveal more about the insecurity of male holdovers than about the comportment of female pioneers. The pernicious implication of such views is that white males, who constitute a hundred and six of the hundred and ten individuals who have served on the Court, made it on merit, and that Sotomayor is somehow less deserving.

At the Court, as in American life, the rules of diversity have changed. Regional differences faded long ago. The fact that two Arizonans, O'Connor and William H. Rehnquist, served together for almost a quarter century mattered little to anyone. Religious tensions have also cooled. By the time Bill Clinton named Ruth Bader Ginsburg and Stephen G. Breyer to the Court, the fact that both are Jewish (and replaced non-Jewish predecessors) was little more than a curiosity. If Sotomayor is confirmed, there will be six Catholics on the Court, which is also of minor significance. George W. Bush appointed John G. Roberts, Jr., and Samuel A. Alito, Jr., because they are conservative, not because they are Catholic. (The Catholic Brennan was the Court's greatest liberal.) More than anything, it seems clear that the President saw in Sotomayor a kindred spirit—a high achiever from a humble background who reflects, as best as can be determined, his own brand of progressivism.

Still, even Obama, in announcing his choice, shied away from stating the obvious: that Sotomayor was picked in part because she is a Hispanic woman. (The President called his



DIVERSITY MATTERS, Continued

Jeff Matthews, VP Diversity

choice an “important step” but didn’t say why.) There was no need for such reticence. Earlier Presidents didn’t apologize for preserving the geographic balance, and this one need not be reluctant to acknowledge that Hispanics, the nation’s fastest-growing ethnic group, who by 2050 will represent a third of the American people, deserve a place at this most exclusive table for nine. (Nor, of course, did he note that the nomination was in part to satisfy Hispanic voters—the electoral benefit being another constant among Presidents.) As Barack Obama knows better than most, it is a sign of a mature and healthy society when the best of formerly excluded groups have the opportunity to earn their way to the top.

Supreme Court Justices are less bound by precedent than any other kind of judge, so one can never know for sure how even an experienced jurist like Sotomayor will rule once she has that freedom. As a judge on the Second Circuit, she has heard scarcely any cases involving the death penalty, gay rights, or the

limits of executive power, which are all mainstays of the Supreme Court docket. Yet, like Obama, Sotomayor has been sympathetic to claims of discrimination by members of racial and religious minorities, and by the disabled. Also like the President, she is a believer in a strong federal government; she rejected claims by an abortion-rights group that the Bush Administration had violated the First Amendment by withholding aid from foreign groups that promote abortion.

When the government pays the piper, she said, in effect, it gets to call the tune. It’s hard to attribute any of her opinions directly to her gender or to her ethnicity, but, as she has observed, her background is inseparable from her views—a circumstance that has applied to every Justice who has ever served on the Court. At this point, one can say only that Sotomayor looks to be what the tableau of President and nominee in the East Room suggested—a fitting representative of a changed and changing nation.

MEMBERSHIP

Sharon Goss, VP Membership

WELCOME NEW MEMBERS...

Ashle Hollander	American Airlines
Eric Smith	Blackwell Smith, P.C.
Sara Natale	Knightsbridge Resources, LLC
Theresa Smith	Vistalign
John Hetherington	Self-Employed
David Patterson	Parkside Psychiatric Hospital & Clinic
Judy Horvath	Metro Builders Supply
Katherine Carns	Osage Million Dollar Elm Casino
Leslie Thonsgard	Linde Process Plants, Inc.
Lynn Peters	Crickit Communications
Jennifer Root	Air-X-Changers
Holly Bowlby	Clifford Power Systems, Inc.
Frederic Schneider	Resume Source
Katie Lefler	Newfield Exploration
Larry Jefferson	MetLife
Shanda Grogan	Newfield Exploration
Linda Corbin	Worldwide Clinical Trials, Inc.
Nicole Longwell	McDaniel, Hixon, Longwell & Acord
Ray Roberson	Bridge Employment Services, LLC

Tracy Davis-Carroll	St. Johns Medical Center
Tiffany McDonald	Southwest United Industries
Nikisha Mosley	Air X Changers
Jacqueline VanBroekhoven	Student
Brandon Jordan	University of Tulsa
Melissa Simons	DIRECTV
Maria Ortiz	DIRECTV
Cynthia Whiteside	ONEOK, Inc
Tanya Dickens	Oxford HealthCare
Michele Hockett	CAT Logistics
Janice Pierce	Cooper Newsome & Woosley
Marlena Compston	Petrohawk Energy Corporation
Nicole Hall	Tulsa City County Library
Dori Lihou	Case & Associates Properties, Inc.
Cheryl Kiker	Coca-Cola Enterprises
Kelli Sellers	RCB Bank
Michael Kickey	Bama
DeEverett	MetLife



COMING ATTRACTIONS

AUGUST

Rhett Laubach: "The Unmade Leader" PROGRAM MEETING – August 19th – 11:15am -1:00pm – Airport Radisson
The ABCs of Job Descriptions Learning Lab – August 27th – 2:00-4:00pm – TCC Lemley Campus

SEPTEMBER

TAHRA PROGRAM MEETING – September 16th – Bring a donation...TAHRA
Community Involvement Clothing Drive to benefit Dress for Success
September 16th – Managers & Supervisors Workshop
September 24th – Learning Lab

OCTOBER

Diversity Roundtable for CEOs – October 6th
New Member Orientation & TAHRA PROGRAM MEETING – October 21st
Learning Lab – October 29th

NOVEMBER

Annual TAHRA Law Seminar – November 5th – Renaissance Hotel, Tulsa
TAHRA PROGRAM MEETING – November 18th – Bring canned goods for our Canned Food Drive
Learning Lab – November 19th

DECEMBER

TAHRA PROGRAM MEETING – December 16th – Bring a TOY for the Toy Drive to benefit The Parent Child Center of Tulsa
December 17th – Learning Lab

2010

Watch for It – SPRING - 2010 State HR Conference Tulsa Renaissance

What do **YOU** do best?

Taking care of Employee Benefits is what **WE** do best!

BenEx's Mission Statement is to build enduring relationships by providing high quality products and expert services for managing Employee Benefit Plans that enhance productivity for employers.

The best news is that you never pay us a dime for our services! So what are you waiting for? Call Susan with BenEx at 369-5900 to get started.

BenEx
Employee Benefit Experts

