

HUMAN RESOURCES CONFERENCE FOR LEGAL PROFESSIONALS CE TRACKING FORM

SPONSOR: ASSOCIATION OF LEGAL ADMINISTRATORS

OCTOBER 5-7, 2017

CHICAGO, IL

Form must be completed after the session is attended.

Select sessions attended and fill in totals at the bottom

Click "Submit" to send the form

Contact : cecredits@alanet.org with any questions.

SELECT	Column1	TITLE	LENGTH	HRCI	HRCI BUSINESS	SHRM	CPE FIELD	CPE HOUR	MCLE
THURSDAY, October 5th, 2017									
	1:15- 2:15PM								
	CM10	Opening & Keynote: Creating a Mindset for Change	60	1		1	Communication	1.2	1
	2:30 - 3:45 PM								
	CM11	The 7 Deadliest Workplace Communication Sins	75	1.25		1.25	Communications	1.5	1.25
	CM12	Stop Waiting for Your Invitation: Drive Growth and Engage Strategica	75	1.25		1.25	Administrative Practice	1.5	1.25
	HR10	Drive Business Success with Workplace Flexibility	75	1.25		1.25	Personnel/HR	1.5	1.25
	4:00- -5:30 PM								
	CM13	Influence Decision Makers: Promote your Ideas, Issues, Projects and	90	1.5		1.5	Communications	1.8	1.5
	HR11	Slippery Slope & Running Your Business Compliance	90	1.5		1.5	Personnel/HR	1.8	1.5
	HR12	HR and Design Thinking: Crafting the Employee Experience	90	1.5		1.5	Personnel/HR	1.8	1.5

FRIDAY, October 6th 2017									
8:30-9:45 AM									
	OM20	Preventing Workplace Violence: Managing the Troubled Employee	75	1.25		1.25	Business Management &	1.5	1.25
	HR20	Managing Diversity and Inclusion: Religion and LGBTQ Issues in the L	75	1.25		1.25	Personnel/HR	1.5	1.25
	CM20	Leading Change	75	1.25		1.25	Administrative Practice	1.5	1.25
11:00 - 12:00 PM									
			60	1		1	Communications	1.2	1
	HR23	Dear Helga Returns: New and More Complicated Law Firm HR Issues	60	1		1	Personnel/HR	1.2	1
	HR22	The Evolution of HR: Tips for How We Must Continue to Grow	60	1		1	Administrative Practice	1.2	1
	HR21	Conducting a Successful HR Audit	60	1		1	Administrative Practice	1.2	1
1:30 - 2:45 P.M.									
	CM21	It's No Fun If You Can't Negotiate	60	1		1	Communications	1.2	1
	CM22	Creating Partnership in the Workplace	75	1.25		1.25	Communications	1.5	1.25
	OM21	Turning Disruption into Opportunity: How to Anticipate and Use the Technologies that Will Force the HR Function to Evolve	75	1.25		1.25	Computer Science	1.5	1.25
3:30 - 4:45 PM									
	HR24	Employee Onboarding and Offboarding	75	1.25		1.25	Personnel/HR	1.5	1.25
	OM22	How to Create Effective Screencasts and Video Tutorials	60	1		1	Computer Science	1.2	1
	HR25	Inclusive Intelligence in Practice: Lead Better by Recognizing, Understanding and Interrupting Your Unconscious Bias	75	1.25		1.25	Personnel/HR	1.5	1.25

SATURDAY, October 7th 2017									
8:15 - 9:45 AM									
HR30	HR on Purpose		90	1.5		1.5	Personnel/HR	1.8	1.5
HR31	Coaching and Praising: Modern Approaches for Developing Productive, Self-Directed Employees		90	1.5		1.5	Personnel/HR	1.8	1.5
CM30	Preparing and Facilitating Effective and Enjoyable Meetings		90	1.5		1.5	Communications	1.8	1.5
10:00 - 12:45 PM									
HR34	Lean Principles for HR		60	1		1	Personnel/HR	1.2	1
HR32	HR Round Table: HR and Culture		60	1		1		1.2	1
HR33	Re-Thinking the Annual Performance Review		75	1.25		1.25	Personnel/HR	1.5	1.25
HR35	Closing General Session: Seeing the People Power Nobody Sees		60	1		1	Communications	1.2	1
Personal Record Keeping- Retain for your records.									
CLE (Attorneys) You must sign in on the sheets at each session, then submit this form to ALA Headquarters									

State: License:

Total Minutes Attended: Divided by your states credit hour: =TOTAL MCLE CREDITS

HRCI (Human Resource Professionals)

Total General HR Minutes: Total HRCI Business Minutes:

SHRM (SHRM- CP or SHRM- SCP)

Total Minutes:

CPE (CPAs)

Licensing Organization: State: License #:

PERSONAL INFORMATION:

NAME: ALA ID:

EMAIL ADDRESS:

