

## **PRC STAFF CONFERENCE SESSION DESCRIPTIONS**

### **Session I 9:45 a.m. - 10:45 a.m.**

#### **Rooms A & B Conflict Management: Understanding Issues and Strategies for Solutions**

**Presenter: Cristina Heta**

Explore the nature and origins of conflict and learn practical tips for settling workplace disputes. The course defines steps for resolving conflict in ways that are fair to all parties.

#### **Rooms C & D Develop Your Game Plan for "Life after PRC"**

**Presenter: Pamela Jones-Brice**

Without a plan for a life after work or retirement, many may find themselves feeling unfulfilled and restless, craving something more but not knowing what that something might be. This session will focus on life outside of daily grind of working for a living,

#### **Rooms E & F Filing and Understanding the New Tax Laws**

**Presenters: PKF O'Connor Davies**

Every year, the IRS makes changes to the tax code. In December of 2017, Congress voted to pass a new tax reform bill that will result in dramatic, widespread changes to the U.S. tax code. Learn how this bill is going to change the way that you prepare your taxes.

#### **Room G Preparing for a Civil Service Exam**

**Presenter: Carl Filbrich**

This course will outline test-taking tips and help you understand exam content. While most exams are unique to particular jobs, all are typically designed to measure aptitude in key subjects, along with skills like teamwork and problem solving. Learn strategies for reviewing information and using the study guides specific to your test.

#### **Little Theater Survival in the Wilderness with What You Have**

**Presenter: Scott Williamson**

If you want to know how to survive in the woods or wilderness, the first thing you need to remember is this: always be prepared. Use the Boy Scouts' mnemonic device of "STOP," which stands for "Stop, Think, Observe, and Plan." Are you prepared? Come to this workshop for some great ideas.

### **Session II 10:55am-11:55**

#### **Rooms A & B Project Management**

**Presenter: Cristina Heta**

Project management is critical to manage changes for today's business and to achieve organizational success. Participants will gain a basic knowledge of skills, concepts and techniques.

#### **Rooms C & D Personal Development Adapting to Transition and Change**

**Presenter: Pamela Jones-Brice**

Change creates the need to move from the way things used to be to the way they are now. Transition is the internal psychological process of adapting to a new situation. Transition can happen quickly or slowly. It is the process of moving successfully from the old to the new.

#### **Rooms E & F You + 5 Simple Tools = Excellent Customer Service**

**Presenter: Nancy Patota**

The best companies have built a strong level of trust with their stakeholders – customers, employees, government officials, suppliers and community leaders. Learn how to build this trust by first developing a corporate citizenship framework based on the primary drivers of stakeholder expectations.

Over ➡

- Room G      Preparing for Your Future Job: Interviewing and Resume Development**  
**Presenters: Allison Jones/Chima Monday**  
 In interviews, your job is to convince the interviewer that you have the skills, knowledge and experience for the job. Show motivation and convince an interviewer that you fit the organization's culture and job description. Learn how to get yourself much closer to an offer.
- Little Theater      Photo Scavenger Hunt/Teambuilding**  
**Presenters: Danniela Ciatto and Mindy Swope-Quintero**  
 Teamwork will be key to finding interesting things and taking part in different activities while capturing it all on a camera. One smartphone camera is required for each team. Get there early as only 40 people allowed per session. Winning teams gets a prize!
- Main Hall      Dancing with the PRC Stars**  
**Presenter: Cameron Kelly**  
 It's been said that some people just have "two left feet." It's often an excuse not to dance. Well, there is simply no excuse not to dance. Here at PRC Dance Academy you will soon be dancing with the stars.
- Session III      12:45 p.m. - 1:45 p.m.**
- Rooms A & B      You + 5 Simple Tools = Excellent Customer Service**  
**Presenter: Nancy Patota**  
 The best companies have built a strong level of trust with their stakeholders – customers, employees, government officials, suppliers and community leaders. Learn how to build this trust by first developing a corporate citizenship framework based on the primary drivers of stakeholder expectations:
- Rooms C & D      Let's Get Ready For Work**  
**Presenters: Allison Jones/Chima Monday**  
 Participants will discuss and practice the most crucial workplace readiness skills employers seek in new hires, including soft skills, personal branding and business etiquette.
- Rooms E & F      Treasures of PRC XIII**  
**Presenter: Gigi Carnes**  
 Explore our tropical treasures and the anniversaries we celebrate this year.
- Room G      2-3-4 Wealth Protection, Saving, Financial Planning**  
**Presenter: Christina DeJesus**  
 Learn how you can create better strategies for your portfolio, set short-, interim- and long-term goals, and potentially gain tax advantages for today and for the long term.
- Little Theater      Photo Scavenger Hunt/Teambuilding**  
**Danniela Ciatto/Mindy Swope-Quintero**  
 Teamwork will be key to finding interesting things and taking part in different activities while capturing it all on a camera. One smartphone camera is required for each team. Get there early as only 40 people allowed per session. Winning teams gets a prize!