



South Carolina Association of Counties

L. Gregory Pearce, Jr., President
Richland County

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Executive Director

UPCOMING TELECONFERENCE

To: Chief Administrative Officers, HR/Personnel
Directors and Teleconference Contacts

From: SCAC Staff

Date: October 10, 2008

Subject: A Live Teleconference –
Managing Change in the Workplace
Thursday, November 6th, 9:00 a.m. – Noon



The world is changing very rapidly. Mergers, layoffs, downsizing, different roles and no job security are just a few of the many changes. The survivors will be those individuals who learn to manage change, become more creative, flexible and pro-active. The focus of this teleconference will be on developing “change” skills so if your job description or life changes tomorrow, you can too!

SCAC and the SCETV Public Services Network have asked Merry Taylor of Taylor and Associates to be the featured speaker of our final of three live, interactive 2008 teleconferences on Thursday, November 6th, from 9:00 a.m. – Noon.

This FREE teleconference is open to ALL county officials and employees including department heads, supervisors, and line employees. We encourage you to bring this teleconference to the attention of all appropriate staff.

The broadcast from SC ETV studios in Columbia will be available at satellite sites in each county (http://www.sctv.org/education/nts/etv_downlink_sites.cfm). The satellite coordinate and call-in telephone number will be provided at a later date. **If you would like participants from your county to be part of the studio audience, please note your interest on the enclosed form.**

If you plan to participate, please complete the enclosed form and return it as soon as possible, but no later than October 27th. Further details will be sent to counties that have indicated they will be participating. This teleconference is an excellent opportunity to provide training to your county employees at no cost to you, and we encourage all counties to take advantage of it.

MANAGING CHANGE IN THE WORKPLACE

Ms. Merry Taylor of Taylor and Associates will address the critical need for local governments to manage and adjust to mergers, layoffs, downsizing, and developing different roles for staff. This presentation will focus on teaching individuals to manage change, become more creative, flexible and pro-active by developing "change" skills to adapt to personal and professional life changes.

Having completed this teleconference, you will be able to:

- ✓ Understand the change process
- ✓ Identify why and how we get "stuck"
- ✓ Handle more effectively the stress of change
- ✓ Be more assertive and positive about your future
- ✓ Overcome mental blocks and become more creative



When: Thursday, November 6, 2008
From 9:00 a.m. – Noon

Speaker: Merry Taylor of Taylor and Associates

Who: ALL county officials and employees including department heads, supervisors, and line employees.

Where: Please review the attached listing of potential SC ETV downlink sites.

TO PARTICIPATE IN THE TELECONFERENCE, YOU SHOULD:

- **Identify a "Coordinator" to be the official contact for the county.** He/she will arrange all of the logistics prior to the teleconference and be on-site the day of the event.
- **Contact the nearest satellite viewing site** and arrange equipment, seating, phone access, VCR (to tape for later broadcast), etc.
- **Mail an interoffice memo** to all Department Directors from the Administrator encouraging participation.
- **Complete the attached form** to report the number of employees who will participate from your county and FAX it back to Lisa Maseng at 803-252-0379.
- **Arrive at the satellite viewing site by 8:30 a.m.** and confirm that all equipment is working properly and that the phone is operating.
- **Identify a "Facilitator"** and encourage viewers to call in with questions and comments.
- **RELAX** and enjoy!