

HRA-ECI

Human Resource Association of East Central Illinois

October, 2017

OCTOBER MEETING

Speaker: Ron Meek
Topic: Active Shooter
Training– Approved
for HRCI Credits!

**Friday, October
13th, 2017
11:30AM– 1:00PM
Dieterich Bank
300 Sur Woods Dr.
Effingham, IL**

**Joe's Pizza and
Pasta will be served
for lunch!**

**RSVP By 5pm
Wednesday,
October 11th**

**Please bring any
guest from your
organization that
would benefit!**

October Meeting: Active Shooter Training

Presentation: Active Shooter Training– Approved for HRCI Credits

Presenter: Ron Meek, Associate Professor of Criminal Justice at Rend Lake College, Former Sheriff of Effingham County and Former Deputy Director Illinois Department of Corrections

Summary: Active shooter training is designed for professionals to understand the history and future of school and workplace shooting and violence, to identify the offender, to profile a shooter, and to understand and implement a plan for dealing with an attack. Rend Lake College's Active Shooter training is based on tactics that have become the accepted response, versus the traditional "lockdown-only" approach.



Make sure to invite anyone that would benefit from this presentation even if they aren't in an HR position. All HR guests will be free and any non-HR guests will be \$10.00 for their meal.

Last Month's Meeting:

Speaker: Clay Dean, First Mid Insurance Group

Topic: Human Resources from Risk Management Perspective

Attendance: 32

PERSONAL EFFICIENCY

The Key Steps



1. Separate your Tasks in Order of Priority.

In order to ensure you are working efficiently, try to sort all of your tasks based off their priority level. Sort them into groups of very important, important, and not-so important. If you feel lost about what to do during the day, check to see if there are any high priority tasks to complete and then continue to work down your list.

2. Plan, Plan, Plan

Once you have your tasks sorted in order of priority, you can start to plan. Plan your week out, making sure to schedule completion of the most important tasks. You should also make sure that you plan each morning out. Using software or a simple pad and paper to create a realistic to-do list every morning. The time it takes to plan will be paid back multiple times by increases in efficiency.

3. Start Early

There are only so many hours in the day and conventional wisdom always warns that you can't change that. You can, however, change the way you use those hours. While proper sleep is important, getting up even a single hour earlier will equal an extra 30 hours of work over the course of a month.



4. The Worst is First

If your daily to-do list includes any tasks you dread, then bang them out first. You won't have them hanging over your head all day or effecting the tasks you don't mind doing. You will find that you can pick up momentum through the day with this method.



5. Take Control of Your Time

Never be afraid to take control of your time. If you work from home, let your family know when work hours are and to respect it. If you work in an office, don't be afraid to tell your co-workers not to interrupt you. Don't take an optional task that you don't have time for

6. Stay Positive and Take Breaks

A positive outlook will help you stay on track. It is easier to work hard when you are truly happy. There is scientific studies that show a correlation between happiness and better work. Taking breaks during a busy day is one way to help stay positive. It also helps you refocus on long tasks. Including physical activity during your breaks is good for mind and soul.



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post a job, and much much more!!!

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I AM TOO
POSITIVE TO
BE DOUBTFUL
TOO **OPTIMISTIC**
TO BE FEARFUL
AND WAY TOO
DETERMINED
TO BE DEFEATED