

**AMOA ON CAMPUS CONTINUING EDUCATION PROGRAM
SPRING SESSION 2022
UNIVERSITY OF NOTRE DAME
MAY 21-23**

SATURDAY, MAY 21

9:00 a.m. – 12:00 p.m. – Morris Inn

MANAGEMENT MATTERS: PREVENTING EMPLOYEE LEGAL CHALLENGES
Bob Abel, Zimmer/Biomet

Know the potential legal minefields that business owners and managers can blunder into when hiring, paying, evaluating, disciplining, or terminating employees. Whether you are a small or larger business, a number of employment laws affect how you should handle employees to ensure fairness, good performance and avoid charges that could cost you time, legal fees and reputation in the community. This session will provide an overview of the most relevant employment laws and how certain practices, such as having certain actions, such as disclaimers on your application form and consistently followed disciplinary procedures, can prevent legal action from employees and former employees.

LUNCH – 12:00 p.m.-1:00 p.m., Morris Inn

1:00 p.m.-4:00 p.m. – Morris Inn

TAX IMPLICATIONS OF SUCCESSION PLANNING
Christine Lauber, CPA

Transferring control of a closely held business is a difficult decision for the typical owner-operator. This presentation focuses specifically on the tax implications of succession planning while considering a number of approaches to the non-tax aspects of each approach. Specific attention will be given to the buy-sell agreements, gifts, private annuities and various types of tax-driven reorganizations. The advantages and the disadvantages of each approach will be described and discussed. This session will conclude with a realistic scenario that will be evaluated by the participants. Specifically, this factual situation will be analyzed by several teams composed of seminar participants. This session offers benefits to the current owner, to his heir or heirs, and to their employees.

SUNDAY, MAY 22

9:00 a.m.-12:00 p.m. – Morris Inn

BETTER BUSINESS OPERATIONS THROUGH PROCESS IMPROVEMENT

Duane Wilson, Soar Consulting

Scheduling service and collection routes, ordering parts and supplies, setting up new locations; these are just things that most businesses need to do, right? The question is whether your business is doing them in the most efficient and effective way possible. Clerical errors, rework and missed deadlines may be signs that you have a business process that needs to be improved. This session will make you aware of what a business process is and the critical ways that an inefficient process can impact your business in terms of expensive errors, returns or dissatisfied customers.

This session is designed to help you:

- Identify your priorities
- Plan your day around high priority tasks
- Zero in on time-wasters and learn specific tactics for managing them

LUNCH – 12:00 p.m.-1:00 p.m., Morris Inn

1:00 p.m. – 4:00 p.m.

FROM WORK GROUP TO TEAM WORK: Building the High Performing Team

Bil Murray, Murray Associates

The idea of a high performing team has long been accepted in sports. It has long been the goal of coaches to emphasize the primacy of the team rather than the individual. This same concept has been evolving in organizations since the 1980's when business began to recognize the extent to which teams contribute to the effectiveness of an organization.

This session will focus on the various aspects of team management and specific leadership actions/behaviors you need to adopt in order to create a true team that performs.

- Which are the common types of teams used in organizations?
- How are teams implemented in the structure of the business?
- How are teams developed? Are there models which can be used in our industry?
- What expectations are realistic at various stages of development?
- Which behaviors foster team effectiveness? Which hamper it?
- Assessing the effectiveness of *your* team.

MONDAY, MAY 23

8:00 a.m.-11:00 a.m.

TECHNOLOGY'S FUTURE

John DeSouza, Interax Corporation

Electronic technology continues to affect many aspects of the music and games industry, from consumer preferences to marketing media and software applications to run our business. This class will be an overview on where the world is heading, the tools that are available, and how we will need to adapt. Bring your technology questions and we will address as many of them as possible.