



SOUTH COAST EMPLOYER COUNCIL

Providing Training Seminars to Enhance Your Workplace

The Front-Line Supervisor Series	
Wednesday October 20, 2010 Part 1 of 7	<p>Topic: BOLI – Guide to Civil Rights Laws & Avoiding Workplace Harassment</p> <p>Speaker: Jennifer Germundson</p> <p>Workplace harassment and civil rights law violations are common, volatile issues which need to be dealt with efficiently and promptly by frontline supervisors. Get tips on minimizing your liability.</p> <p>Hosted by: Cardinal Services</p>
Wednesday November 17, 2010 Part 2 of 7	<p>Topic: BOLI – Legal Hiring Practices</p> <p>Speaker: Jennifer Germundson</p> <p>Hiring the right employee is one of the most important decisions a supervisor will make. Good hiring practices save time and money. This seminar explains how to find and hire the best employees, while still staying within the law.</p> <p>Hosted by: Barrett Business Services</p>
Wednesday January 12, 2011 Part 3 of 7	<p>Topic: Stress Management / Burnout Prevention (Dealing with Vicarious Trauma)</p> <p>Speaker: Grant Axtell</p> <p>Today's workforce and economic climate puts both customers and employees under a great deal of stress leading to burnout, compassion fatigue or even vicarious trauma. Learn the warning signs, and how to deal with stress and remain emotionally healthy.</p> <p>Hosted by: Women's Safety & Resource Center</p>
Wednesday February 9, 2011 Part 4 of 7	<p>Topic: BOLI – Wage and Hour Laws</p> <p>Speaker: Jennifer Germundson</p> <p>How often must I pay employees? When is the final paycheck due? How do I know if an employee is exempt? When must employees take break and meal periods? Wage and hour law covers a multitude of workplace policies and practices. Don't let your lack of knowledge lead to wage claims – find out how to comply during this session.</p> <p>Hosted by: Barrett Business Services</p>
Wednesday March 9, 2011 Part 5 of 7	<p>Topic: BOLI – Managing Employee Performance & Conducting Employee Evaluations</p> <p>Speaker: Jennifer Germundson</p> <p>Employee evaluations can be an effective tool to manage employee performance. This important task is often postponed or simply ignored. Join us to discuss tips and best practices to ensure your employee evaluations are effective and legal.</p> <p>Hosted by: Benetti's Italian Restaurant</p>
Tuesday April 19, 2011 Part 6 of 7	<p>Topic: BOLI - Documentation, Discipline & Discharge</p> <p>Speaker: Jennifer Germundson</p> <p>Possibly the most litigated workplace disputes involve disciplining and terminating employees. Effectively managing employees will include effective documentation, coaching, disciplining, and possibly severing the employment relationship.</p> <p>Hosted by: Cardinal Services</p>
Wednesday May 11, 2011 Part 7 of 7	<p>Topic: BOLI – FMLA & OFLA Overview</p> <p>Speaker: Jennifer Germundson</p> <p>Correctly administering the Oregon Family Leave Act and the federal Family and Medical Leave Act can be a difficult task. Differences in the two leave laws make it difficult for an employer to know which law applies and what an employee is entitled to.</p> <p>Hosted by:</p>



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**All seminars held at North Bend Public Library, 1800 Sherman Ave. North Bend.
Check-in & continental breakfast 7:30 a.m. Seminars 8:00 a.m. – 12:00 noon**

HRCI Credits pending

Attendees enrolling for all seminars in the BOLI series will receive a binder to which each seminar workbook can be added, thus a handy reference for the office!

**For registration and tickets and/or individual seminar flyers contact:
Becky Lunetta, 541-751-8517**

Cost: Regular price: \$59.00
Member price: \$54.00 SCEC Members in good standing, *with attendance to four or more monthly meetings during the year**

OR ***Save money with our Seminar Package Deal!***
*Get \$5.00 off each seminar by buying a sheet of 7 Tickets.
Use them in any combination you wish.*

\$378/ Sheet of 7 Tickets (\$413, if purchased individually)
\$343/ Sheet of 7 Tickets for SCEC Members in good standing*

* SCEC regular monthly meetings are held on the fourth Tuesday of each month (except December which is the third Tuesday), 7:30 to 8:30 a.m., at WorkSource Oregon Employment Department, 2075 Sheridan Ave. North Bend. We always include Labor Market, Chamber news and employment news, as well as a guest speaker or topic of interest to employers.

What is SCEC?

SCEC is made up of volunteer employer representatives who serve as advisors to WorkSource Oregon Employment Department. There are 21 active employer councils throughout Oregon operating independently to identify and assist with the needs of employers in their communities. There are no membership dues.

Locally we assist our employers by providing high quality low cost seminars; networking; and, at least \$1000 in scholarships to local high school students, our workforce of the future.

Employers in good standing (attending at least 4 monthly meetings per year) receive discounts on SCEC seminars, participate in our scholarship program, and have access to various resources, training videos and publications.

Partnering with the Bay Area and Brookings-Harbor Chambers of Commerce, and Southwestern Oregon Community College, SCEC continues to be a community leader in improving the quality of employment and the workforce within Coos, Curry and Western Douglas Counties.

Join us in making a difference for all employers in Coos, Curry, and Western Douglas Counties.

***Sponsored by South Coast Employer Council (SCEC),
Bay Area Chamber of Commerce,
Brookings-Harbor Chamber of Commerce, Business Development Center and
Southwestern Oregon Community College.***