

Linn Benton Employer Council

Seminar for Business



www.WorkingInOregon.org/OEC

Linn Benton Employer Council invites you to attend:

Bureau of Labor & Industries (BOLI) Seminar

Supervisory Practices

Coaching, Documenting, Disciplining

Presenter: Jennifer Germundson

Tuesday, September 14, 2010

Central Willamette Credit Union Headquarters
7101 Supra Dr SW, Albany, OR

8:30 a.m. Check-in and continental breakfast

9:00 a.m. to 12:00 noon.... Workshop

Coaching, Documenting, Disciplining

For many supervisors, dealing with employee issues is the most stressful part of the job. Ignoring or mishandling an employee issue could lead to claims and lawsuits, employee turnover, poor morale and a reduced bottom line.

In this session you will have the opportunity to learn how to properly document employee performance, write effective warnings, provide feedback to keep employees on track, deal swiftly and fairly with problem employees, conduct a discharge that minimizes risk of liability, and recognize and reward good performance.

Bring your business card to be included in drawings! Bring your brochures and promotional items to share with others at our business information table!

Cost: \$60 per person, \$50 per Chamber of Commerce member. Visa and MasterCard accepted, non- refundable. Continental breakfast included. Limited seating available.

For more information: Call Greg Ivers, (541) 812-8668, or e-mail

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