



Oregon Employer Council Central Oregon invites you to attend:

Effective Supervisory Tools

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Join us Tuesday, March 20, 2012 (Pre-Registration Deadline: March 13, 2012)
St Charles Health System, Conference Room AB, Center for Health
2500 NE Neff Road, Bend, OR 97701

7:15 a.m.	Check in
7:30 a.m.	Plated breakfast and announcements
7:45 a.m. – 12:15 p.m.	Presentation

\$50 per person.

Registration deadline: 03/13/2012

48 hour cancellation required for refund. Absent registrants will be billed.

Local Coordinator: Janet Ainardi

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Supervisors are representatives of their organizations, and what they do and say can expose a company and themselves to significant liability. As representatives they have to be informed and aware of legal considerations affecting the supervisory role. Without proper guidance, an innocent mistake can put you and your organization in a legal landmine.

This seminar will give owners and supervisors the tools they need to effectively manage the workplace and employees while minimizing legal risks. Whether you represent a business, professional practice, healthcare facility, or a government agency, success comes to organizations that train and prepare their supervisors in effective management skills. You earned your position; now learn how to make the most of it. Here are some of the topics that will be covered:

- Who is a “whistleblower” and what can and should you do to avoid unlawful retaliation claims
- Your employee is calling you names on their Facebook page – what can or can’t you do?
- Dealing effectively and legally with injured and disabled workers
- How should you document workplace incidents and investigations?
- What are your obligations when it comes to workplace harassment and what is unlawful harassment?
- Discipline and terminations, are you following the law and protecting yourself?
- Common wage and hour mistakes, and how to avoid them



"The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit."

This seminar has been pre-approved for 4 Continuing Education Units by the HR Certification Institute. It may also qualify for CEU's in a variety of other industries.



Katherine Tank, Attorney, joined Schwabe, Williamson & Wyatt's Bend office in 2002, strengthening the firm's labor and employment law practice with her recognized expertise serving employers throughout Central Oregon. Katie has been practicing law for 22 years, focusing almost exclusively on labor and employment law advice and litigation for employers. She has significant experience representing big and small employers, before federal and state courts and administrative agencies, in the areas of workplace harassment, discrimination, wrongful discharge, labor relations, wage and hour, family and medical leave, disability rights, injured worker rights, and more.