

WWCEC invites you ...

Western Washington County Employer Council

The Big D's of Human Resources Documentation, Discipline & Discharge



Presented by
Jennifer Germundson
Manager Technical Assistance
Bureau of Labor & Industries



Wednesday, April 13, 2011

8:00am – 8:30am Check in & Continental Breakfast
8:30am – 11:30am Seminar

241 SW Edgeway Drive Room 103, Beaverton, Oregon
in the NEW PCC building at the Willow Creek Max Station

Possible the most litigated workplace disputes involve disciplining and terminating employees. And the one thing that can win or lose is how it was all documented. Join Jennifer as she covers a variety subjects such as employment-at-will, recognizing and dealing with employee performance issues, progressive discipline, conducting investigations and when and how to make the decision to terminate an employee.

In this training you will have the opportunity to learn:

- How to properly document employee performance
- Set goals and communicate expectations
- Provide feedback to keep employees on track
- Deal swiftly and fairly with problem employees

Who Should Attend... Business owners, executives, human resource professionals, and anyone with day-to-day workplace management responsibilities.

About The Speaker... Jennifer Germundson is the Manager of the Technical Assistance for Employers Program with the Bureau of Labor and Industries. Prior to joining BOLI, Jennifer worked for the Oregon Employment Department for 14 years and held a variety of positions, most recently as Manager of the Downtown Portland office. Jennifer's background includes human resources management, recruitment, unemployment insurance adjudication, management, and employee supervision.

How To Register... Register by Fri., Apr 8th Registration fee is \$49 per person, includes handout & continental breakfast. Cancel by Fri., Apr 8th or be invoiced full fee. Visa & Master Card accepted. Non-refundable. Group discounts available.

Checks payable to: WWCEC 241 SW Edgeway Drive, Beaverton OR 97006.

For more information or to register contact Marti Spinks 503-526-2706 or fax 503-526-2757 or at marti.e.spinks@state.or.us. Visit us at www.wwcec.org or on Facebook www.facebook.com/wwcecfan

Company Name _____

Attendee Name(s) _____

Confirm Email _____

Confirm Phone & Fax _____