

The Hungerford Law Firm presents

**BECOMING AN EFFECTIVE SUPERVISOR:
SKILLS FOR ADDRESSING CONDUCT AND PERFORMANCE PROBLEMS**

Training for personnel office staff, principals and assistant principals, and supervisors of classified employees, especially new supervisors

Presented by: *Friday, Nov. 2, 2018, 9 a.m.-3:30 p.m.*
The HUNGERFORD LAW FIRM *Willamette ESD*
Brian Hungerford
Nancy Hungerford

This workshop is designed to give supervisors the basic legal tools and practical steps necessary for addressing complex employee performance problems. The workshop will include sample materials and practice sessions, as well as afternoon break-out sessions, addressing:

- * How to proactively set expectations for improved productivity and quality of work and meet contract requirements for dismissal if no improvement**
- * How to talk to employees about performance and conduct issues: simulations and practice exercises**
- * How to investigate misconduct and use corrective discipline to enforce workplace rules and policies, including cooperation with other employees.**
- * How to address employee absenteeism and related medical, addiction issues**

Cost (lunch and materials included):

\$135 per registrant (1-2 registrants)
\$110 per registrant (3 or more registrants from the same district)

Each participant should bring a copy of his/her district's classified contract and any evaluation procedures or policies

Name(s) _____

District _____ Address _____

Number of Registrants: _____ Payment enclosed (check or purchase order): _____

Please mail to: The Hungerford Law Firm, 653 S. Center St., Oregon City, OR 97045 or e-mail

jennifer@hungerfordlaw.com Questions? Call Nancy at (503) 781-3458.