

Supervisor Training

Human Resource/ Legal Seminar



Wednesday, August 8, 2007
8:30 – 11:45 a.m.

Location: Blount County Public Library

Cost: \$35.00 Chamber Members/\$50.00 General Public

To make a reservation, contact Cindy Karnoupakis at 273-1207 or email ckarnoupakis@blountchamber.com

Presented By: Blount County Chamber of Commerce
Human Resource Focus Group

Program:

8:30-9:30 a.m.

Fundamental Principles and Tips for Supervisors

Supervisors will learn how to successfully deal with: worker's compensation, American With Disabilities Act, family medical and other leaves, and how to avoid retaliation claims. **Presenter: Howard B. Jackson, Wimberly Lawson Seale Wright & Daves PLLC**

9:30 – 10:30 a.m.

Documenting Employee Performance and Discipline – What Every Supervisor Needs to Know

Supervisors will learn the Do's and Don'ts of documenting employee performance evaluations and disciplinary actions. In addition to an overview of the relevant pitfalls supervisors face, there will be an interactive discussion of various case studies to illustrate the most interesting and challenging issues. **Presenter: Joseph J. Doherty, Baker, Donelson, Bearman, Caldwell & Berkowitz, PC**

10:30 – 10:45 a.m.

Break

10:45 – 11:45 a.m.

Employee Retention Strategies

This informative and practical session focuses on the changing nature of work and how it affects retention strategies. You will learn why employees leave and what they want out of their work environment. In addition, you will learn specific tactics for keeping the best employees. Finally, you will leave this session with fresh ideas to improve your retention strategy to create lasting results. **Presenters: Adam Weilbaecher, Ph. D. & Cynthia Hackney, Impact Associates, Inc.**