ReSource
BUILDING STRONGER NON-PROFITS

Building Blocks for Non-Profits
Documentation, Discipline, and Discharge, O'My

Wednesday, November 10, 2010

8:30 a.m. – 11:30 a.m., Pre-registration at 8:15 a.m.

Program Overview

What do you do with employees who are not performing? How many chances do you give someone before terminating them? Handling performance problems and disciplining employees is a major part of every supervisor's job. This training helps answer many questions supervisors have about handling performance problems with employees, how to document the progressive discipline process, and how to properly terminate an employee.

Training Session Benefits:

- Understand the importance of proper documentation and its effect on their organization
- Be able to discuss the characteristics of good documentation
- Understand the key points of FOSA (facts, objective, solution, action)
- Know the steps involved in conducting disciplinary sessions with employees
- Be committed to the usage of an incident diary
- Be prepared for common pitfalls supervisors sometimes face when documenting discipline

The Presenters

A a Human Resources Consultant with over 16 years' of experience, Patti Dunham has extensive experience in the areas of job analysis, employee relations, performance management, legal compliance, benefit plan design, recruitment and training. A member with the Society for Human Resources Management (SHRM) and World at Work, she maintains a Certificate in Benefits Administration from ACA and serves as an instructor in Xavier Consulting's Senior Human Resources Management Certificate Program. Patti holds a BS from Miami University and a Master of Arts in Labor and Employment Relations from the University of Cincinnati and a Masters of Business Administration from the University of Findlay.

Cathleen Snyder has nine years experience in HR consulting, providing Human Resources support for companies with 10-550 employees in a variety of industries. She has advised clients on the day to day aspects of HR including complaint investigations, recruiting and selection, employee performance management, creating policy and procedures, and government compliance. Cathleen has a Bachelor's Degree in Communications Arts and a Journalism Certificate from the University of Cincinnati.

Please return this form by November 3 with your organization's check for $25 ($35 for non-members) made payable to ReSource. **Please note we have a 24 hour cancellation policy in order to receive a refund.** Mail application and check to:

November 2010 Seminar Registration
ReSource
3610 Park 42 Drive
Cincinnati, Ohio 45241

(Phone 513.554.4944)
(Fax 513.554.4966)

_____ _____
(Attendee's Name) (Job Title)

_____ ☐ ReSource Member ☐ ReSource Non-Member
(Organization's name)

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(Street) (City) (State) (Zip)

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Seminar Location: programs are held at The Health Foundation of Greater Cincinnati located in the Rookwood Tower, 5th floor 3805 Edwards Road Cincinnati, OH 45209

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