



2016 SUPERVISORS WORKSHOP SERIES

FRIDAY, JANUARY 29, 2016 | 9:00AM - 3:30PM

What Every Supervisor Needs to Know About Labor Relations

- RCW 41.58 Public Employment Labor Relations
- Role of shop steward and business representative
- The value of managing grievances
- Weingarten Rights – what does it mean and when is it applicable
- The role of the union during an investigatory interview

THURSDAY, FEBRUARY 25, 2016 | 9:00AM - 3:30PM

Managing Employee Discipline

- How to determine if performance improvement is possible
- The purpose of progressive discipline
- How coaching and counseling differ
- Understanding the Seven Steps of Just Cause
- Standard of proof, misconduct, off-duty conduct
- Evaluate how a third party, i.e. arbitrator may view a discipline case

THURSDAY, MARCH 31, 2016 | 9:00AM - 3:30PM

Intersecting Protected Leaves & American Disabilities Act

- Must-Knows About Family Medical Leave Act (FMLA), Family Leave Act, Pregnancy Leave, Military Leave, and Domestic Violence
- The employer and employee's responsibilities during the leave process
- Documenting and tracking employee leaves
- When ADA is applicable

THURSDAY, APRIL 28, 2016 | 9:00AM - 3:30PM

How to Develop a Productive and Positive Team

- Four characteristics of successful teams
- How to overcome common dysfunctions of a team
- The role of the decision-making process
- How to manage conflict effectively
- How to manage multi-generational teams
- How to build trust using a meaningful conversation approach

THURSDAY, MAY 26, 2016 | 9:00AM - 3:30PM

Strategies for Managing Difficult Employees

- How to establish behavioral guidelines
- How to use feedback to redirect disruptive behavior
- How to manage the passive-aggressive, know-it-all, and overly critical employee
- How to contain bullies and increase employee engagement
- How to conquer gossip and the negativity that supports this very disruptive behavior
- How to offer options, choices, and consequences and increase personal accountability

THURSDAY, JUNE 23, 2016 | 9:00AM - 3:30PM

How to Manage the Ever-Changing Workplace

- How to identify the underlying resistance to change, i.e. organizational versus individual
- Overcome resistance with an action plan for managing change
- How to champion achievements, overcome challenges, and use a lessons learned format to move forward
- How to solicit employee input and gain cooperation

WORKSHOP REGISTRATION

RESERVE YOUR SPACE TODAY

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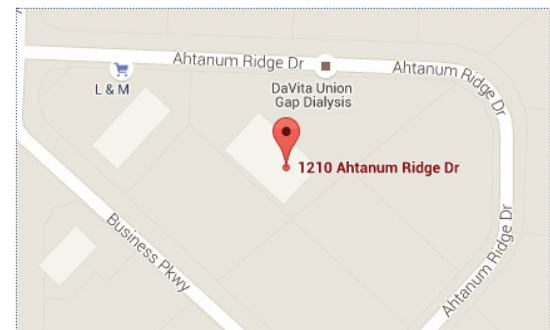
SoundEmploymentSolutions.com/register

Cost is \$125 per attendee, per workshop.
Lunch on your own.

Workshop Location

Yakima Health District Convention Center

1210 Ahtanum Ridge Drive,
Union Gap, WA 98903



~ MARK YOUR CALENDARS ~

- Friday, January 29, 2016**
About Labor Relations
- Thursday, February 25, 2016**
Managing Employee Discipline
- Thursday, March 31, 2016**
Protected Leaves & ADA
- Thursday, April 28, 2016**
Developing a Productive Team
- Thursday, May 26, 2016**
Managing Difficult Employees
- Thursday, June 23, 2016**
An Ever-Changing Workplace

TRAINING MATERIALS WILL BE PROVIDED.

ABOUT SOUND EMPLOYMENT SOLUTIONS

Since 2001, Sound Employment Solutions, LLC has been providing workshops and seminars to both the public and private sector employers in the Pacific Northwest. Our mission is to help employers and employees build a sound employment relationship and a foundation for a more productive future. We operate on the principle that education is essential to the development of employees and management personal, and through education and training, the supervisor and employee will choose to work in developing a productive and effective workplace. We look forward to partnering with you and helping your organization reach its internal and external organizational goals.

ABOUT THE INSTRUCTOR: JANICE CORBIN

Janice Corbin is a founding partner of Sound Employment Solutions, LLC, a consulting firm that focuses on training, team building, conflict resolution, and organizational development to help employers and employees build sound employment relationships. Janice has over 30 years of human resources experience. She worked for 22 years with the Seattle Police Department, 14 years in human resources, the last 6 years as the Assistant Chief responsible for managing a full service Human Resources Bureau. Janice worked as a Labor Relations Manager for the International Harvester company before joining the Seattle Police Department. She has a Bachelor's Degree in Sociology and Education from Urbana University and several hours of post graduate work. She is a certified administrator of the Myers Briggs personality assessment instrument.

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START 2016 OFF RIGHT BY KICKING YOUR MANAGEMENT SKILLS INTO HIGH-GEAR WITH OUR 2016 SUPERVISOR WORKSHOP SERIES!

ATTENTION: SUPERVISORS AND MANAGERS

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