

REGISTRATION

REGISTER BY OCTOBER 24TH FOR BEST CHANCE OF GUARANTEED SEATING.

I would like to attend the following program:

- November 11, 2008 – Pewaukee
- November 12, 2008 – Kimberly
- November 17, 2008 – Eau Claire

Name: _____

Jurisdiction: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

COST OF PROGRAM:

- WPELRA Member **No cost – Registration still required**
- Supervisor from a WPELRA Member Organization **\$60.00**
- No WPELRA Affiliation **\$70.00**

PAYMENT INFORMATION:

Make Check Payable to **WPELRA**

Return Payment and Registration to:

City of Kenosha Personnel Department
 625 52nd Street
 Kenosha, WI 53140

Fax: (262) 653-4127
 E-mail: psteves@kenosha.org

**WPELRA
 City of Kenosha Personnel
 625 52nd Street
 Kenosha, WI 53140**

**Wisconsin
 Public
 Employer
 Labor
 Relations
 Association**



A Supervisor's Toolbox



The Top Things Every Public Sector Supervisor Should (or Should Not) Do To Effectively Manage Personnel!

NOVEMBER 11, 2008

[Pewaukee – Radisson Hotel](#)

N14 W24140 Tower Place, Pewaukee WI (888) 201-1718

NOVEMBER 12, 2008

[Kimberly – Liberty Hall](#)

800 Eisenhower Dr. (920) 731-0164

NOVEMBER 17, 2008

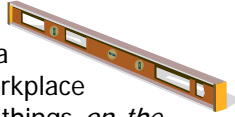
[Eau Claire – Plaza Hotel & Suites](#)

1202 W. Clairemont Avenue (715) 834-3181

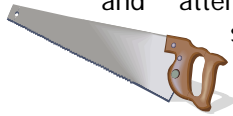
PLEASE CLICK A LINK ABOVE OR CALL THE FACILITY DIRECTLY FOR DIRECTIONS AND/OR HOTEL

PROGRAM DESCRIPTION

Today's public sector supervisor works in a complex and fast-paced workplace and often is required to keep things *on the level* by quickly making important managerial decisions. Knowing how to effectively – and legally – manage personnel and handle various human resource issues is an increasingly difficult task to *nail down* in this environment and with new and ever-changing legal requirements.



A Supervisor's Toolbox will provide public sector supervisors with the basic tools to address many of the *wrenching* issues facing today's supervisor. This training session will provide an interactive and in-depth look at eight key areas of supervisory management. Attendees will receive practical tips and insights to assist them in *sawing* through their daily supervisory activities, and attendees will learn effective strategies and gain greater confidence to successfully manage personnel.



SPACE MAY BE LIMITED, AND REGISTRATIONS WILL BE ACCEPTED ON A FIRST-COME, FIRST-SERVED BASIS. PLEASE REGISTER IN ADVANCE USING THE ATTACHED FORM.

WPELRA RESERVES THE RIGHT TO CANCEL A PROGRAM DUE TO LOW REGISTRATION.

REFRESHMENTS AND LUNCH PROVIDED.

PLEASE DIRECT QUESTIONS TO:
glynn.patrick@co.calumet.wi.us or
admjudy@co.shawano.wi.us

PROGRAM OUTLINE

The Top Things Every Public Sector Supervisor Should (or Should Not) Do To Effectively Manage Personnel!

- The Top Employment Laws Every Empowered Public Sector Manager Must Know!
- The Top Elements of an Effective Hiring Process!
- The Top Techniques for Effectively Supervising Employees!
- The Top Techniques for Effectively Evaluating Employees from Beginning to End!
- The Top Ways to Manage the Absent Employee!
- The Top Practices for Effectively Administering the Collective Bargaining Agreement!
- The Top Techniques for Investigating and Responding to Grievances!
- The Top Pitfalls to Avoid in the Termination Process!
- Answers to Your Questions

SCHEDULE

8:30 a.m.Registration
9:00 a.m. – 12:00 noonProgram
12:00 noon – 12:45 p.m.Lunch (Provided)
12:45 p.m. – 2:30 p.m.Program
2:30 p.m. – 3:00 p.m.Q&A

PLEASE COPY/FORWARD THIS FORM TO YOUR ORGANIZATION'S SUPERVISORY PERSONNEL.

PRESENTERS

[James Korom](#) advises public sector clients on all aspects of labor and employment law. Jim advises clients in matters involving employee evaluation, discipline, and discharge, as well as examining discrimination, constitutional, civil service, and contractual issues. Jim has handled many grievance arbitration cases, prohibited practice complaints, and discrimination cases for the firm's clients. Jim also serves as chief spokesperson in negotiations.

[Kyle Gulya](#) assists public sector clients with employment and labor-related issues including regulatory compliance, antidiscrimination practices, contractual and workplace policy matters, and personnel management. Kyle handles numerous aspects of labor-management relations from advising clients during union organizing campaigns to serving as chief negotiator during collective bargaining negotiations. He also directs personnel investigations and assists clients with effectively resolving personnel disputes. Kyle also assists clients with crisis communications and effectively handling crisis situations.

[Steve Rynecki](#) represents public sector clients on a multi-state basis in labor and employment-related matters. Steve negotiates labor contracts, conducts state and federal court litigation, arbitration and mediation cases and practices before numerous state and federal employment agencies.

von Briesen
von Briesen & Roper, s.c.

WPELRA WILL BE APPLYING FOR CLE CREDIT FOR THIS SEMINAR.