

## Registration

☐ **YES** I need to expand my skills  
to achieve more. Enroll me today  
(Group discounts and on-site training is available)

### Your Organization

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Industry: \_\_\_\_\_

### About the Attendee(s)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

E-mail address: \_\_\_\_\_

(Please list additional names on separate sheet)

### Method of Payment

**Important:** Send your payment promptly, Tuition is due  
prior to workshop without prior agreement.

**Make check payable to:** Choices In Community Living

**Subimt remittance to:** 1651 Needmore Road, Dayton,  
Ohio 45414

### Registration Fee:

\$89.00/session/individual

\$79.00/session/individual for 2 or more

### Please check one of the following:

Registration fee enclosed, check#: \_\_\_\_\_

Amount: \_\_\_\_\_

\$ \_\_\_\_\_

Bill my organization: \_\_\_\_\_

(Attention: \_\_\_\_\_)

**Tax Exempt #:** \_\_\_\_\_

(Please attach a copy of your tax-exempt Certificate)

**Note:** If you've already registered by phone, fax, or

## Choices - Made Training Services

### Professional Development Workshop Series

*\* Cost-Sensitive \* Time-Conscious \* Effective Training*

### Workshop Series Focus

and

### Philosophy

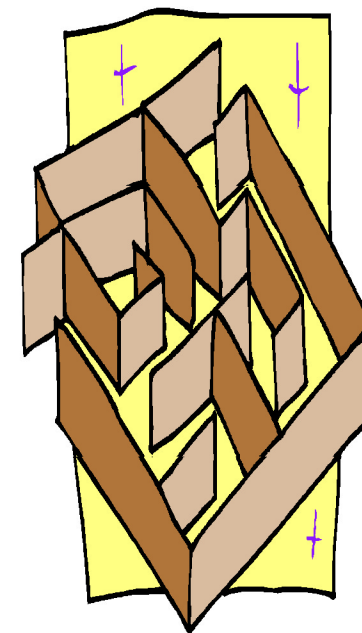
The investments that an organization makes  
in staff hours and financial resources to  
effectively and efficiently manage its business  
operations is significant. As a manager or soon  
to be manager, you need to have the  
knowledge, skills, and attitude to identify,  
interpret, comprehend, and appropriately  
respond to a wide range of staffing related  
issues that can positively or negatively impact  
the work product of your department or total  
agency.

This professional development workshop series  
is designed to provide attendees with accurate,  
current, and practical information and  
techniques that can be applied immediately in  
the workplace for effective results.

(937) 898 - 2220



Choices - Made Training Workshops



## Defensible Termination & Documentation

June 24, 2010

Sinclair

Community College  
Conference Center

444 West Third Street

Dayton, Ohio

9:00 - 12:00

## Defensible Termination & Documentation

### Confidence versus Confusion

Has the broad range of labor laws that have produced an even broader range of legal decisions and opinions made your supervisors' hesitant to address staff performance issues? With constant concerns about employees filing complains and law suits, many supervisors and managers delay making the "Termination" decision about an under performing employee.

As an employer you have the right and responsibility to require and ensure that employees are satisfactorily fulfilling the duties and responsibilities of their position.

Attendees of this workshop will learn about the legal requirements and steps involved in disciplining or terminating an employee? How to effectively implement a progressive disciplinary system that creates accurate and clear documentation that is creditable.

You will improve your understanding of the essentials of a logical, progressive, and defensible disciplinary process. You will learn how to protect yourself and your organization from wrongful termination suits. And most importantly, gain the confidence by knowing the rights and responsibilities of a supervisor while enhance your skills in the managing and implementation of discipline.

Other topics addressed will include, the employee - employer relationship, what are "Conditions of Employment", when should I have a witness, and more.

## Future Workshops

### Effective Meeting Management

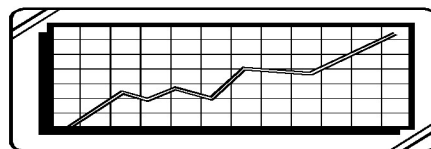
**August 24, 2010**

Businesses invest millions of staff hours to attend and participate in meeting. The dollar cost is astonishing. The difference between a good meeting and bad meeting is more than just the person responsible for running the meeting. Good meetings have some very basic characteristics in common. If these meeting management characteristics and principles are followed and implemented, the effectiveness and impact of your meeting will be greatly enhanced.

### Employee Motivational Reward

#### Systems & Techniques

**October 20, 2010**



Reserve your spot today!  
(937) 8982220

## About the Presenter

Trent Grooms is the Human Resources Director for Choices In Community Living and the founder of T. Grooms & Associates, Inc., a human resources consulting firm established in 1986.

With approximately thirty (30) years experience in the human resources field, through his experiences Trent has conducted staff development and skill enhancement training workshops for public and private sector employers ranging in size from small mom & pop organizations to fortune 500 companies.

With direct experience in the non-profit and community action environments for more than fifteen (15) years, Trent is knowledgeable and experienced in addressing many of the human resource related issues that many non-profits and community action agencies encounter on a daily basis.

### Who Should Attend?

This series contains valuable information for:

New Supervisors  
Experienced Supervisors  
Future Supervisors  
Skill Enhancement / Improvement  
Group Leaders  
Special Project Leaders