

Tualatin Valley Employer Council

Seminar for Business



www.WorkingInOregon.org/OEC

*The Tualatin Valley Employer Council and the
WorkSource Oregon Employment Department invite you to attend:*

10 Things Every Leader Should Know

Presented By
Kellye Wise

Wednesday, October 15th, 2008

WorkSource Portland Metro Tualatin
7995 SW Mohawk St, Tualatin, OR, 97062

7:30 a.m. – 8:00 a.m. Registration
8:00 a.m. – 12:00 p.m. Seminar

Many managers and supervisors feel they have to adjust their style, practices and approach for each situation due to all the federal and state laws impacting their workplace. Rather than having your organization's leaders try to keep up with all the changing laws, why not help them focus and pursue your organization's goals? Rather than have management try to balance the laws with the complexity of different cultures and generations in your workforce, why not build proactive and practical value into how they manage their workforce? Let these "built-in" keys increase the opportunity and ability to manage the workplace!

These are 10 keys that can benefit every organization's pursuit of success. While these 10 keys may sound like common sense, simple approaches to managing the workforce, it's important that managers and supervisors are comfortable and confident utilizing these keys. The reality is that it's a lot easier and more effective to utilize these 10 management keys than adjust for all the factors impacting today's workplace.

In the session, we'll focus on:

- Recognizing the opportunities presented to management by each federal and state employment law impacting your workplace.
- Exercising the controls and advantages for managers and supervisors that allow them to pursue your goals while building in legal protection.
- Communicating effectively verbally and in writing to achieve performance expectations and improvement.
- Implementing a performance management process that gives employees the choice of stepping up to your expectations.
- Controlling your workplace rather than allowing the law or others to take that control away.

Cost: \$ 75 per attendee. Seminar fee includes continental breakfast and seminar materials. Pre-register by Wednesday, October 8th. Fee is non-refundable. Credit Cards accepted by contacting Tanya at (503) 612-4214. Make check payable to TVEC. Mail registration and payment to:
Tualatin Valley Employer Council,
7995 SW Mohawk St, Tualatin, OR 97062

For additional information: or to pay with a credit card, please contact Tanya Romashenko at 503-612-4214, or email Tatyana.V.Romashenko@state.or.us



WorkSource Oregon is an equal opportunity employer/program. Auxiliary aids and services, Alternate Formats and Language Services are available to individuals with disabilities and limited English proficiency free of cost upon request.