



Colorado Automobile Dealers Association

Performance Documentation Skills for Supervisors

Tuesday, September 22, 2009

Your best defense against employment-related lawsuits

Objective:

To provide managers and supervisors with the critical skills necessary to effectively manage and evaluate employee performance. Participants will learn a performance documentation process and understand its importance in preventing legal claims. Using proven documentation techniques, participants will practice writing and maintaining job-related employee performance documentation. The seminar will focus on how the current legal climate affects supervision, as well as the "how-to's" of documenting employee actions.

Highlights of topics included:

- Why documentation helps prevent legal claims
- How to document *behaviors*, not people
- Learn an effective documentation technique
- Participate in typical situations that require documentation

Provide managers and supervisors with the critical skills necessary to effectively manage and evaluate employee performance

A G E N D A

DATE/TIME: 8:30 a.m. to Noon, **Tuesday, September 22, 2009** (Breakfast included)

LOCATION: William D. Barrow Building, CADA Offices, 290 East Speer Blvd., Denver

FOR: HR staff, supervisors, and managers who need to learn practical, defensible documentation techniques. For any supervisor/manager involved in progressive discipline, coaching, employee separations, and managing employee performance.



PRESENTED BY **TINA HARKNESS**, STAFF ATTORNEY WITH MOUNTAIN STATES EMPLOYERS COUNCIL (MSEC), EMPLOYMENT LAW SERVICES DEPARTMENT. MSEC IS AN EMPLOYERS ASSOCIATION BASED IN DENVER, ASSISTING MORE THAN 2,500 MEMBERS THROUGHOUT THE MOUNTAIN STATES REGION WITH EMPLOYMENT LAW, HUMAN RESOURCE (HR) CONSULTING, TRAINING AND SURVEY NEEDS. CADA DEALER MEMBERSHIP INCLUDES BASIC-LEVEL MEMBERSHIP WITH MSEC. SEE WWW.MSEC.ORG FOR MORE INFORMATION ABOUT MSEC.

- An employee who falls under a protected category will likely sue if terminated; below is a list of some key federal laws implicated in employee terminations:
Title VII | ADEA | ERISA | FLSA | USERRA | WARN | ADA | FMLA | NLRA | OSHA
- The best defense to employment lawsuits is to ensure you are adequately documenting performance and properly evaluating employees based on up-to-date job descriptions!
- The primary purpose of a performance evaluation is to provide an opportunity for open communication about performance expectations and feedback. Most employees want feedback to understand the expectations and to improve their own performance for personal satisfaction.
- As many litigation attorneys point out: "If it wasn't in writing; it did not happen!"



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REGISTRATION FORM

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TO REGISTER, PLEASE RETURN THIS FORM AND PAYMENT OF \$99*/1ST PERSON AND \$89/ADD'L ATTENDEE

**Includes breakfast*

Email: RSVP@coloradodealers.org

CADA, 290 East Speer Blvd, Denver, CO 80203, Fax: 303.831.9100 [*Checks payable to "CADA"*]

→ Register for CADA events ONLINE at: www.coloradodealers.org/registration

Dealership Name _____ City _____

(1) Name _____ Title _____

E-mail _____ Phone _____ Fax _____

Credit Card #. _____ EXP _____
(*Visa / Mastercard / American Express accepted*)

Additional registrants from the same dealership (\$89/person)

(2) Name _____ (3) Name _____

--- CANCELLATION POLICY ---
CANCELLATIONS MUST BE RECEIVED TWO DAYS PRIOR TO THE TRAINING SESSION

CONTENT QUESTIONS:

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