



Colorado Automobile Dealers Association

# Performance Documentation Skills for Supervisors – Colorado Springs

Monday, September 21, 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 requiring 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:** Noon to 3:30pm, **Monday, September 21, 2009** (*Lunch included*)

**LOCATION:** MSEC Training Center, 6385 Corporate Drive, Suite 302, CO Springs, 80919 (Woodmen Exit from Southbound I-25; Corporate Dr/Nevada exit from Northbound I-25 )

**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 **MICHAEL D. JOHNSON**, AN EMPLOYMENT LAWYER WITH MOUNTAIN STATES EMPLOYERS COUNCIL (MSEC). 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](http://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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**TO REGISTER, PLEASE RETURN THIS FORM AND PAYMENT OF \$99\*/1<sup>ST</sup> PERSON AND \$89/ADD'L ATTENDEE**

*\*Includes lunch*

Email: [RSVP@coloradodealers.org](mailto:RSVP@coloradodealers.org)

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

**\*Colorado Springs dealers should register with CSADA, Ann Winslow, 719.473.1465  
[abwinslow@comcast.net](mailto:abwinslow@comcast.net)**

→ Register for CADA events ONLINE at: [www.coloradodealers.org/registration](http://www.coloradodealers.org/registration)

Dealership Name \_\_\_\_\_ City \_\_\_\_\_

(1) Name \_\_\_\_\_ Title \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

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*(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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**REGISTRATION/PAYMENT:**

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