

NEWS RELEASE

For Regional Distribution



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Performance Improvement: Documenting and Disciplining

ALGONA, IOWA - The Kossuth County Employers' Council (ECI) will be meeting on Wednesday, March 19, 2008 at 8:30 to 11:30 a.m. at Knights of Columbus Hall, 1501 E. Walnut Street, Algona, Iowa 50511. All employers, human resource personnel, accounting, payroll, and other staff members are invited to attend. Featured speaker will be Kathy Peterson of PeopleWorks, Inc.

Not sure when to discipline or what to document when dealing with employees? This is the class for you! We will discuss specific tools that will help you work with employees to improve their performance and meet their goals. These tools include documenting (the legal way), coaching & counseling, and progressive discipline. This module also includes guidelines for making a decision to terminate an employee and for conducting the termination session.

As a result of this program, you should be able to:

- Use the FOSA model in documenting both positive and not-so-positive performance.
- Understand, from a legal standpoint, what should and should not be documented.
- Identify the stages of progressive discipline and what documentation is required at each step.
- Identify things to think about before deciding to terminate an employee.

Kathy Peterson the Founder and President of PeopleWorks, Inc. is a much sought after speaker because of her energetic and enthusiastic style and her interactive workshops. Prior to starting PeopleWorks, Inc. Kathy was a member of the global management training and development team at Gateway, a Fortune 500 computer marketer and manufacturer. Additionally, Kathy has served as an adjunct college instructor in the areas of business and communication. She is also an active member of several professional organizations; including, the National Speakers Association, the American Society for Training and Development, the Alta Chamber of Commerce, and the Iowa Association of Lifelong Learning. Kathy has a Bachelor's degree in Communication Studies from Iowa State University and a Master's degree in Adult Learning, Performance, and Development from Drake University. In 2001, Kathy earned certification as a Senior Professional in Human Resources (SPHR) from the Society of Human Resources Management.

Participants are encouraged to register as early as possible, or at least one week prior to the program by calling Iowa Lakes at (800) 252-5664 or by e-mailing communityed@iowalakes.edu. Cost of the workshop is \$69.00 and the course number is 14698.

The Kossuth County Employers' Council is a local employer group supported by Iowa Workforce Development Region 3 and 4, and is part of the statewide Employers' Council of Iowa system. This employer's group addresses workforce issues, and provides both educational and networking opportunities for employers and human resource professionals. Contact Bob Becker at robert.becker@iwd.iowa.gov if you have questions about this training session or about the Kossuth County Employers' Council.

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