

## TRAVELING TRAINING ANNOUNCEMENT

**WE ARE COMING TO YOU!**

For 15 years, the Council has provided high-quality, cost-effective training to businesses along the Wasatch Front. Now, we are excited to expand our training to outlying business communities!

**LOGAN LOCATION**

**Wednesday, October 20, 2010**

Bridgerland Applied Technology College  
1301 N 600 W, Logan, UT

**ROY LOCATION**

**Tuesday, October 26, 2010**

Ogden-Weber Applied Technology College  
1843 W 4000 S, Roy, Utah

**OREM LOCATION**

**Thursday, October 28, 2010**

Mountainland Applied Technology College  
1410 W Business Park Dr., Orem, UT

**Registration & Continental Breakfast:**

7:30 - 8:00 a.m.

**Training:**

8:00 - 10:30 a.m.

Managing employee discipline is critically important to every organization's continued success. The ability of managers and supervisors to clearly communicate job expectations and fairly enforce work rules and effectively implement employee discipline is essential, but often difficult to accomplish.

This practical course will help managers, supervisors, and human resource professionals successfully manage the discipline process. Experienced Council staff will teach attendees core principles for effective discipline.

Areas of focus include:

- ▶ Setting meaningful expectations
- ▶ Understanding why employees fail
- ▶ Four-step discipline process
- ▶ Documenting to support employment decisions

Attendees will leave this training with a clear understanding of how to successfully manage the discipline process.

**ECONOMICALLY PRICED!** \$75 per Council member; \$95 per non-member

To determine whether your company qualifies for **Custom Fit Funds**, contact:

Logan area: Sterling Petersen (435-750-3147)

Roy area: Monica Schwenk (801-510-0331)

Orem area: Roger Rice (801- 863-7514)



**Certification:** This program is approved for 2.25 general recertification hours toward PHR, SPHR, and GPHR recertification through HR Certification Institute.

**REGISTRATION INFORMATION:**

**Location:** Logan \_\_\_ Roy \_\_\_ Orem \_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address(es) of person(s) to receive reminder:

\_\_\_\_\_  
\_\_\_\_\_

**PAYMENT METHOD:**

**Cost: \$ 75 per Council member**

**\$ 95 per non-member**

\_\_\_ Check Enclosed

\_\_\_ Bill Me

\_\_\_ Visa \_\_\_ Master Card \_\_\_ Amer Exp \_\_\_ Discover

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name on card \_\_\_\_\_

Signature \_\_\_\_\_

*Refund given if cancellation is received at least one week prior to training*

**Register for Successful Employee Discipline by:**

E-mail: [info@ecutah.org](mailto:info@ecutah.org)

Fax: 801-364-8915

Phone: 801-364-8479

Mail: The Employers Council  
175 W 200 S, Suite 2005  
Salt Lake City, UT 84101

\* The use of this seal is not an endorsement by HR Certification Institute of the quality of this program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit.