

## DATES & LOCATIONS

- ◆ **October 16, 2018 - Coeur d'Alene**  
Best Western CDA Inn and Conf. Center  
506 W. Appleway Ave
- ◆ **October 18, 2018 - Idaho Falls, ID**  
Shilo Inn  
780 Lindsey Blvd
- ◆ **October 31, 2018 - Boise**  
Riverside Hotel  
2900 W. Chinden Blvd

## REGISTRATION

- ◆ Register online at:  
[www.idprima.org/registration](http://www.idprima.org/registration)
- ◆ Registration deadline -  
5 business days prior to event

## FEES

- ◆ \$50 registration fee includes training materials, lunch and refreshments
- ◆ Pay in advance or day of training
- ◆ Make checks payable to:  
Idaho Chapter of PRIMA  
PO Box 15298  
Boise, ID 83715

Idaho Chapter of PRIMA  
PO Box 15298  
Boise, ID 83715-5298



Idaho Chapter of PRIMA  
Public Risk Management Association

# The Role of the *RISK MANAGER* & *Personnel Management*

**SUPERVISING EMPLOYEES  
LEGAL & PRACTICAL CONSIDERATIONS**



**FALL 2018 - SESSION 2**

October 16 - COEUR D'ALENE  
October 18 - IDAHO FALLS  
October 31 - BOISE

PLEASE COPY AND CIRCULATE THIS BROCHURE WITHIN YOUR AGENCY.  
Encourage all supervisors to register and attend!

**ELECTION OF YOUR PRIMA BOARD**  
will be held at the PRIMA Fall 2018  
Training. If you wish to nominate someone  
for a Board position, complete the  
nomination form on the website at  
[www.idprima.org](http://www.idprima.org) by  
September 17, 2018 (see form for details).

**CANCELLATIONS:**

To keep registration fees low, cancellations  
must be received by phone or email no less  
than **5 business days** prior to training to  
receive a refund.

**Phone: (208) 246-8195**  
or Email: [info@idprima.org](mailto:info@idprima.org)

**Training Hours:**

**8:30am to 9:00am - Sign-In**  
**9:00am to 4:00pm - Training**  
*Breaks & Lunch are included*


Stay up-to-date on evolving Risk  
Management. Enhance your skills and  
advance your knowledge with the  
training you need in today's local  
government landscape!

[www.idprima.org](http://www.idprima.org)

## FALL 2018 - SESSION 2

# The Role of the Risk Manager & Personnel Management

### *SUPERVISING EMPLOYEES - LEGAL & PRACTICAL CONSIDERATIONS*

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- Ethics
  - Creating Civility in the Workplace
  - Tips on Finding & Hiring **GREAT** Employees
  - Harassment and Other Forms of Discrimination
  - Communication, Coaching and Performance
  - Handling Difficult Conversations: Discipline & Termination
  - What's In Your Policy?
  - An Insight into Federal Laws to Follow When it Comes to Your Employees—ADA, FMLA, FLSA

8:30 am to 9:00 am - Sign In  
9:00 am to 4:00 pm - Training

*\* Breaks and Lunch are included in the training*