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

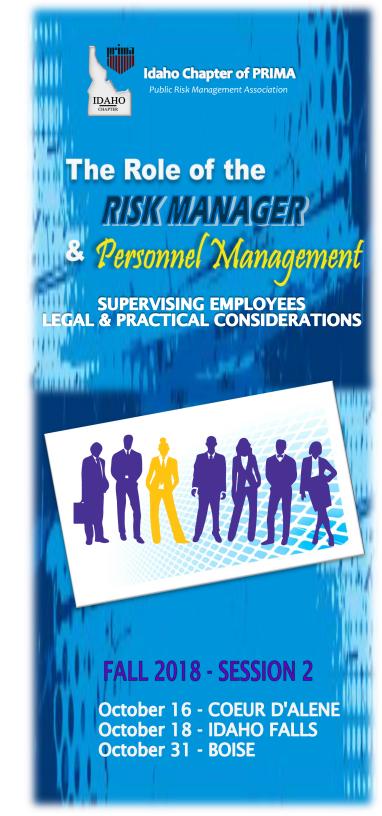
- Register online at: www.idprima.org/registration
- Registration deadline 5 business days prior to event

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





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 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 <u>5 business days</u> prior to training to receive a refund.

Phone: (208) 246-8195

or Email: 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

FALL 2018 - SESSION 2

The Role of the Risk Manager & Personnel Management

SUPERVISING EMPLOYEES - LEGAL & PRACTICAL CONSIDERATIONS

- 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