



REV UP YOUR BUSINESS, CAREER, LIFE

HUMAN RESOURCES CONSULTING SERVICES

RevelsConsulting.com

## MANAGEMENT/SUPERVISORY TRAINING SERIES

### EMPLOYMENT LAWS THAT EVERY MANAGER SHOULD KNOW

Tuesday, August 22, 2017 | 11:30 am-1:30 pm

Forward Janesville • 14 S. Jackson Street, Janesville

Overview of discrimination & harassment laws, disability and accommodations, medical leave, safety, wage & hour requirements, and requirements based on employer size.

### SUCCESSFUL RECRUITMENT & RETENTION STRATEGIES

Tuesday, September 12, 2017 | 11:30 am-1:30 pm

Milton Chamber of Commerce • 819 E. High Street #4, Milton

What to do before you hire employees, how to effectively recruit and screen applicants, creative recruitment ideas, and how to effectively orientate and retain strong performing employees once you find them.

### BOOSTING EMPLOYEE PERFORMANCE

Wednesday, October 11, 2017 | 11:30 am-1:30 pm

GBCC/IronTek Conference Room • 635 3rd Street, Beloit

Performance management concepts, effective communication and coaching techniques, how to best motivate your team, and incentive and recognition program ideas.

### DEALING WITH CONFLICT, DISCIPLINE & DIFFICULT EMPLOYEE ISSUES

Tuesday, November 14, 2017 | 11:30 am-1:30 pm

Forward Janesville • 14 S. Jackson Street, Janesville

Importance of documentation, disciplinary processes/consistency, effective communication techniques when addressing bad behavior or performance, how to have productive difficult conversations, and address termination and exit strategies, if necessary.

**Chamber Member Price: \$49 per person, per session or \$160 for all four sessions.**

**Non-member Price: \$99 per session or \$325 for all 4 sessions.** Pay in advance or day of session.

Limited seats available. Reserve your space by emailing [jrevels@revelsconsulting.com](mailto:jrevels@revelsconsulting.com).

***Fee includes light lunch.***

**If your business wants to hold customized or on-site trainings, such as this series or any other HR related topics, contact Revels Consulting LLC at [jrevels@revelsconsulting.com](mailto:jrevels@revelsconsulting.com) or (608) 295-2293 for an appointment to discuss your options.**

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