

**Register Early!
Seating is Limited**



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On-The-Job (OTJ) Training

Wednesday, October 27, 2010

9:00 a.m. – 12:00 noon

Coaches for persons in supported employment, and supervisors of entry level staff often face the same problem: how to diagnose and resolve poor on-the-job performance. Disciplinary strategies frequently work against continued employment; employees regardless of disability usually find such action demoralizing, and employers and job coaches often become pessimistic about the likelihood of success.

This session on the fundamentals of on-the-job training provides a simple method of performance assessment, as well as a design for an effective training strategy.

Area of focus will include:

- ✓ Why do some individuals “just don’t get it” regardless of how many times you tell them.
- ✓ A simple diagnostic to distinguish inability from unwillingness.
- ✓ How to separate training from disciplinary issues.

Presenter: Brent Toleman’s career in the field of developmental disabilities spans nearly forty years working in direct care, case management, program management, behavior therapy, and staff training.

Name _____ Title _____	
Organization: _____ Email _____	
Address: _____ City _____ State _____ Zip _____	
Phone ____/____/____ Fax: ____/____/____	___ Member @ \$45.00 (\$40.00 for each additional attendee from the same member agency) ___ Non-Member @ 70.00
Method of payment: ___ Visa ___ Mastercard ___ Check enclosed (payable to Maryland Works, Inc)	
Card number _____ Exp _____ CSC Code _____ (3 digit code on back CC)	
Name as it appears on the card _____	3 Easy Ways to Register! *Fax: 410-381-1558 * E-mail: registration@mdworks.com *Mail to: Maryland Works, Inc. 10270 Old Columbia Rd, Suite 100 Columbia, MD 21046-1854
Signature _____	
ADA Accommodations (please specify) _____ Deadline for special needs is two weeks prior to program date	