

**Register Early!  
Seating is Limited**



**Maryland Works, Inc.**

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[www.mdworks.com](http://www.mdworks.com)

## Termination Do's and Don'ts Documentation, Discipline and Termination

Tuesday, March 25, 2008

9:00 a.m. – 12 noon

What is at will employment? And if employment is at will, why do we worry about documenting, coaching, counseling and correcting prior to termination? Join this interactive program for a discussion of these and a variety of proactive measures you can take to lay a foundation of understanding and expectations for your employees, coach them along the way, develop good documentation of performance and ...when all else fails, review a pre-termination checklist.

In this workshop you will learn:

- ✓ How to document employee performance problems
- ✓ What "At Will Employment" really means
- ✓ What you legally can and cannot terminate someone for
- ✓ How to terminate painlessly and with no surprise

**Speaker: Susan Webster, PHR** likes to say she has led many lives. From radio personality in California to her current position as Human Resource Director for Human Services Benefits Company in Columbia, MD. As HR Manager for the Caroline Center in Burtonsville, MD, Susan gained firsthand knowledge of the difficulties of providing services and retaining qualified staff in the non-profit arena. She is a member of the Society for Human Resource Management (SHRM), the Chesapeake Human Resource Association and the Howard County Human Resources Society. Susan holds a BS in Business Administration and earned her Professional of Human Resources Certificate from the Human Resources Certification Institute.

Name _____ Title _____	
Organization: _____ Email _____	
Address: _____ City _____ State _____ Zip _____	
Phone ____/____/____ Fax: ____/____/____	<input type="checkbox"/> <b>Member @ \$45.00</b> (\$35.00 for each additional attendees from the same agency)
	<input type="checkbox"/> <b>Non-Member @ 65.00</b> (\$55.00 for each additional attendee from the same agency)
<b>Method of payment:</b> <input type="checkbox"/> <b>Visa</b> <input type="checkbox"/> <b>Mastercard</b> <input type="checkbox"/> <b>Check</b> enclosed (payable to Maryland Works, Inc)	
Card number _____ Exp _____	<b>3 Easy Ways to Register!</b> *Fax: 410-381-1558 * E-mail: <a href="mailto:jays@mdworks.com">jays@mdworks.com</a> *Mail to: Maryland Works, Inc. 10270 Old Columbia Rd, Suite 100 Columbia, MD 21046-1854
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<b>Deadline for special needs is two weeks prior to program date</b>	