



Illinois Public Employer Labor Relations Association

www.ipelra.org

Presents its Annual Supervisory Training Program:



ESSENTIAL SKILLS FOR SUPERVISORY SUCCESS

Winner of the National PELRA Pacesetter Award

Presented By:

Members of the IPELRA 2019 Supervisory Skills Training Team

The 2019 Training Session will be conducted by the IPELRA Supervisory Training Team – a team that collectively offers years of practical, hands-on human resources and public sector experience, a legal perspective and insights, and extensive labor relations expertise. Our trainers are professionals in the field and many served as the creators of this original IPELRA Training Program.

CHOOSE FROM TWO DATES/LOCATIONS:

9:00 a.m. – 3:30 p.m. (Registration Begins at 8:30 a.m.)

Thursday, February 7, 2019

Arlington Heights Village Hall
3rd Floor Board / Community Room
33 S. Arlington Heights Road
Arlington Heights, Illinois

Thursday, February 21, 2019

Reserve 22
The Village Links of Glen Ellyn
485 Winchell Way
Glen Ellyn, Illinois

DUE TO SPACE LIMITATIONS (50 participants in each location)

REGISTRATION IS LIMITED TO A MAXIMUM OF 5 ATTENDEES FROM ANY ONE EMPLOYER

This **basic course for new or newer supervisors** in union and non-union environments has been developed by IPELRA specifically for its members ... and will include what supervisors need to know as supervisors. It can also be used as an entry-level “brush-up” course for not-so-new supervisors.

This full day of skills training will cover the following topics:

- **Making the Transition from Peer to Boss**
- **Resources You Need to Know – Policies, Contracts, HR Associations**
- **Communication, Coaching & Counseling Employees**
- **Performance Appraisals & Performance Improvement Plans**

- **Discipline – Documenting and Implementing**
- **Harassment and Discrimination**
- **Recruitment and Employee Development Opportunities**
- **Legal Implications – Sick Leave/FMLA, WC/ADA/EAP, Fitness for Duty**

This training is intended for supervisory & management personnel only

REGISTRATION FEE (includes light breakfast and box lunch):

<u>Members:</u>	<u>Organizational Associates of Member:*</u>	<u>Non-Members</u>
\$159	\$159	\$185

**Organizational Associates of Members are other employees of the same employer as a current IPELRA member.*

TO REGISTER ONLINE: You may now register online and pay via credit card or request an invoice to pay via check. Please visit the web page for 2019 Supervisory Training on www.ipelra.org for further instructions and a link to the online registration. *Online registration closes February 1, 2019 for the 2/7/19 session; and closes February 15, 2019 for the 2/15/19 session.*

TO REGISTER VIA EMAIL / FAX: Payment available via check only – Complete the Registration Form and Invoice and email or fax as indicated on the. The form serves as the payment invoice.

Note: REGISTRATION CONFIRMATION AND OTHER COMMUNICATIONS TO PROGRAM REGISTRANTS WILL BE SENT VIA EMAIL. **Please insure your internal network security will allow email communications from ipelra1978@gmail.com – to avoid your confirmation being lost in a spam filter.**

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Essential Skills for Supervisory Success

REGISTRATION and INVOICE

Choose Your Date/Location: 2-7-19 (Arlington Heights) 2-21-19 (Reserve 22, Glen Ellyn)

Name _____

Title _____

Employer _____

Address _____

City/State/Zip _____

Phone _____

E-Mail (req'd. for confirmation) _____

To Register Return To:
 Debi Stensland
 IPELRA
 6133 N. River Road
 Suite 1120
 Rosemont, IL 60018
 Ph: (847) 378-7711
 Fax: (847) 378-7070
ipelra1978@gmail.com
 FEIN # 362996101

Please check here to confirm that you are currently a supervisory/managerial employee. Thank you.

Amount Due: (please check one)

- _____ \$159 member
- _____ \$159 organizational associate
- _____ \$185 non-member

Payment Due By Feb. 7/Feb. 21, 2019:

- (please check one)
- _____ Check Enclosed (made out to IPELRA)
 - _____ Faxing/E-mailing (check to follow)

Cancellation Policy: All cancellation requests must be submitted in writing and received by February 1 (for 2/7 session) and February 15 (for 2/21 session) to qualify for a refund. An administrative fee based on current per person costs may be deducted. Cancellations received after 2/1/2019 (for 2/7 session) and 2/15/2019 (for 2/21 session) are non-refundable. No-shows are non-refundable.