

SMALL-GROUP WORKSHOP ANNOUNCEMENT

"Document, document, document!" "If it's not documented, it didn't happen." Ever heard these admonitions? Creating good documentation is one of the most critical skills for HR professionals and company leaders. It is the basis for many employment decisions and it can be the deciding factor in an employment dispute or legal challenge. Yet, those charged with this vital responsibility often struggle, wondering even "where do I start?"

Let The Employers Council help calm this fear and build a solid documentation foundation. In this interactive, small-group workshop, attendees will learn the fundamentals of good workplace documentation. Topics to be covered include:

- ▶ Why do I document?
- ▶ What do I document?
- ▶ When do I document?
- ▶ Where do I document?
- ▶ How do I document?



Who should attend: Any company leader responsible to create or review workplace documentation including HR professionals, business owners, managers, and supervisors. **Small-group workshops are limited to 13 attendees and are for Council members only.**

Certification: This program is approved for 2.0 general recertification credit hours toward PHR, SPHR, and GPHR recertification through HR Certification Institute.

Where: The Employers Council 175 W 200 S #2005, SLC, UT	When: Tuesday, March 6, 2012 Workshop: 8:00 - 10:00 a.m. Registration & continental breakfast: 7:45 - 8:00 a.m.
Cost: \$79 per Council member	

<p>REGISTRATION INFORMATION:</p> <p>Name _____</p> <p>Name _____</p> <p>Name _____</p> <p>Company _____</p> <p>Address _____</p> <p>City/State/Zip _____</p> <p>Phone _____ Fax _____</p> <p>E-mail Address(es) of person(s) to receive reminder: _____ _____ _____</p>	<p>PAYMENT METHOD:</p> <p>Cost: \$79 per Council member (Council members only)</p> <p>___ Check Enclosed</p> <p>___ Bill Me</p> <p>___ Charge Credit Card</p> <p>___ Visa ___ Master Card ___ Amer Exp ___ Discover</p> <p>Credit Card # _____</p> <p>Expiration Date _____</p> <p>Name on card _____</p> <p>Signature _____</p> <p><i>Refund given if cancellation is received at least one week prior to workshop</i></p>
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Register for Documentation Fundamentals by:

E-mail: info@ecutah.org	Mail: The Employers Council
Fax: 801-364-8915	175 W 200 S, Suite 2005
Phone: 801-364-8479	Salt Lake City, UT 84101

* The use of this seal is not an endorsement by HR Certification Institute of the quality of this program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit.