



New Hampshire Automotive Education Foundation

NH's Road to Automotive Education & Training Excellence

**Seminar at NHADA Headquarters:
Daniel B. McLeod Building, 507 South Street, Bow, NH**

FREE TO NHADA Workers' Compensation Trust Members
The WCT Board of Directors Highly Encourages Your Participation!

Employment Law:

Managing Employee Performance/Misconduct in the Workplace

Including (but not limited to) Workplace Drug & Alcohol Policy Violations

Tuesday, February 12, 2019

9:00 a.m. – Noon

This seminar will cover processes and procedures for dealing with employees' unacceptable behavior in the workplace.

Do your Employees:

- occasionally show poor judgment?
- disregard established rules delineated in your employee handbook?
- struggle with job performance?
- come to work under the influence of drugs or alcohol?

If yes, please attend this session by Attorney Peg O'Brien of Devine Millimet, an NHADA Silver Partner, and learn how to steer your employees back onto the straight and narrow or out of your workplace.

Knowing how to handle these situations could save you money, headaches, legal troubles, and make a big difference for the employee(s) involved.

This seminar will also review:

- How to approach an employee;
- How to handle difficult situations;
- Documenting observed behavior;
- Warning signs of drug and alcohol misuse;
- Drug and alcohol testing procedures;
- Steps to take after testing; and a
- Hand-out for your supervisors to utilize for documenting observed suspicious behavior

Who should attend: Human resources personnel; owners/dealer principals; general managers; and any employee responsible for human resources issues, hiring and discipline in your company.

Tuition: No charge for NHADA WCT members (Cost is paid by WCT.)

Others: \$119 for the first attendee, and \$109 for each additional attendee from the same company. All funds benefit the New Hampshire Automotive Education Foundation. For cancellations, please provide 48 hours notice.

Register online at www.nhada.com, use registration form; or contact Jean Conlon at jconlon@nhada.com or 800-852-3372.



New Hampshire Automotive Education Foundation Registration Form

Managing Employee Performance/Misconduct in the Workplace *Including (but not limited to) Reasonable Suspicion of Drug & Alcohol Abuse*

Tuesday, February 12, 2019

9:00 a.m. – Noon

Registration 8:30 to 9:00 a.m. – Continental Breakfast Provided.

NHADA Headquarters, 507 South Street, Bow, NH

***No Charge to NHADA Workers' Compensation Trust
Members' Employees.
Fee is paid by WCT for its members.**

Company _____	Fee
Registrant 1 _____ Email _____	\$119* N/C
Registrant 2 _____ Email _____	\$109* N/C
Registrant 3 _____ Email _____	\$109* N/C
Registrant 4 _____ Email _____	\$109* N/C

____ Payment by check (payable to NHAEF)

____ Payment by credit card

Check one: ____ VISA ____ MasterCard CVV ____

Card No. _____

Expiration Date: Month ____ Year ____

Cardholder's Name _____

Cardholder's Billing Address _____

Cardholder's Signature _____

*Please return form to: NHAEF, P. O. Box 2337, Concord, NH 03302 or fax to 603-225-4895.
If you have any questions, contact Jean Conlon at jconlon@nhada.com or 800-852-3372.*