

# MLGHRA's Fall Training HYBRID Workshop 11.30.23 -Performance Management Fundamentals, Evaluations, Discipline, Difficult Conversations, and Claims

**Sponsored by:** Maine Local Government Human Resources Association

**Date:** Thursday, November 30, 2023

**Location:** TWO OPTIONS: In-Person at Maine Municipal Association, 60 Community Drive, Augusta, ME 04330, OR Remote Access – Live Webinar via ZOOM

**Time:** In-Person Registration: 8:30 am-9:00 am / Workshop: 9:00 am-3:15 pm

**Presenters:** Alyssa Tibbetts, Attorney with Jensen, Baird, Gardner, and Henry; Kimberly Lovett, PHR, Senior Manager with TD Bank; Kristin M. Collins, Partner, and Matthew J. LaMourie, Of Counsel, with Preti Flaherty; Randa Veilleux, Assistant Claims Manager with Maine Municipal Association; and Jonathan Brogan, Attorney with Norman, Hanson and DeTroy.

**In-Person Cost:** \$75 Members & \$85 Non-Members

**Remote Cost:** \$45 Members & \$55 Non-Members

## Agenda:

9:00 - 10:15 am

### **The importance of effective performance evaluations.**

If developed and executed effectively, performance evaluations can create a culture of open communication where both the employee and employer benefit from enhanced performance. There are many different variations and ways to execute performance evaluations. You are invited to share your evaluations and key components to ensure your current performance evaluation best practices align with your employer's vision and culture.

*Presenter: Alyssa Tibbetts, Attorney with Jensen, Baird, Gardner, and Henry.*

10:15 - 10:30 am

Break

10:30 - 11:45 am

### **Difficult Conversations: How to have them with respect, honesty, and efficacy.**

Sometimes conversations with employees can be difficult and uncomfortable for both sides. Getting your message across with transparency can resolve performance and behavioral issues but there are ways in which you can build trust and promote authenticity to obtain commitment rather than compliance. Tailor your message to communicate with respect, honesty, and efficacy by working through specific workplace scenarios in this no judgement roundtable.

*Presenter: Kimberly Lovett, PHR, Senior Manager with TD Bank.*

11:45 am - 12:30 pm

Lunch

12:30 - 1:45 pm

### **Discipline, Documentation and Due Process.**

We want each piece of this training to have a 360 point of view: We often hear these topics from a legal perspective, but we want to also hear about the positive reason for these conversations, the human element, and how – if done right – they could create improved culture and employee relations. We hope this training will be interactive with participant engagement, presenting real work stories or

scenarios, and concrete takeaways like forms or policies participants can adapt for their municipality.

*Presenters: Kristin M. Collins, Partner, and Matthew J. LaMourie, Of Counsel, with Preti Flaherty.*

1:45 - 2:00 pm

Break

2:00 - 3:15 pm

**When it seemingly goes wrong- how to prepare, defend and respond to employment-based discrimination claims.**

When an employee feels as though they were treated unfairly for what they perceive was for discriminatory reasons, the employer needs to promptly investigate and manage the claim. There are many steps involved ensuring that you, as the employer, are meeting all the legal requirements but also taking the appropriate corrective measures. Presenters will discuss the courses of action to respond to employment-based discrimination claims.

*Presenters: Randa Veilleux, Assistant Claims Manager with Maine Municipal Association, and Jonathan Brogan, Attorney with Norman, Hanson and DeTroy.*

**(Course fee for in-person attendees includes continental breakfast, coffee, lunch and workshop materials. Course fee for remote attendees includes workshop materials.)**

**Certificate:** In-Person participants must be present for the full day to receive a certificate of attendance. Certificates will be handed out after the class and will not be mailed.

Remote participants must be logged in for the full day to receive a certificate of attendance. Certificates will be sent via email up to one week following the class.

**Cancellation:** Cancellation notification must be given in writing at least 3 business days (11/27/2023) before the session begins. Any cancellation received within that 3 day window will be charged the full registration fee. All cancellations are subject to a \$10 administrative fee for processing. Please go to <https://www.memun.org/Training/Cancellations> to cancel. If you have any questions please contact the Educational Services Office at (800) 452-8786 or (207) 623-8428.