



CONNECTICUT TRANSPORTATION LEADERSHIP PROGRAM



MODULE FIVE

Human Resource Management and Performance Evaluations

April 9, 2015

8:30 a.m. - 3:30 p.m.

Cheshire, CT

This module will focus on managing your human resources, including handling issues that arise, documenting progress and using performance evaluations as a developmental tool in the growth of your staff and your department. We will specifically address giving evaluations, progressive discipline and the importance of training and recordkeeping. We will discuss real world issues and work together to come up with solutions. Special attention will be paid to working in a union environment and handling the political intricacies of municipal government.

Our instructors are Jan Devendorf, Human Resource Specialist for the Town of Manchester and Grace Blunt, Director of Human Resources at Assumption College as well as an instructor in Human Resources Management and Employment Law and a consultant for Blunt Consulting Group. Jan has over 25 years of experience as a municipal human resource specialist and Grace has presented this topic and others to public-sector audiences around New England.

Registration Form

Name: _____

Title: _____

Agency: _____

Phone: _____ Fax: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Billing Contact: _____

Billing Phone: _____ Fax: _____

Method of Payment: _____ check _____ P.O. (# _____) _____ DOT

Registration Fee is \$100 and includes lunch and workshop handouts. Registration fees are due prior to the workshop. The fee is refundable if notice of cancellation is received 48 hours prior to the start of the program.

Please register online at www.t2center.uconn.edu. Payment should be mailed (payable to UCONN) to CT Transportation Institute, 270 Middle Turnpike Unit 5202, Storrs, CT 06269-5202.

Please call Mary McCarthy with any questions at (860) 486-1384