

INVITATION – “FREE SEMINAR” TUESDAY, FEBRUARY 17, 2009

Where: Wine Sergi Insurance, 225 Smith Road, St. Charles, IL 60174 630-513-6600

You are invited to attend the following seminar sponsored by WINE SERGI INSURANCE and Jeff Risch of the law firm WESSELS SHERMAN. Jeff is the lead author of the Illinois Chamber of Commerce Employment Law Handbook.

Managing the “Problem” Employee & Related Best Practices

- Establishing Common Workplace Rules & Policies
- Can Employee Handbooks Help or Hurt?
- Identifying “Problem” Employees in the Pre-Employment State
- Establishing Job Descriptions
- Conducting Firm But Fair Performance Evaluations
- The Art of Coaching, Confronting & Disciplining Employee Misconduct
- How to Properly Investigate Misconduct
- Proactively Managing Work Comp, ADA and FMLA Related Issues
- The Mechanics of Termination (the “how to’s” revealed)
- Common Pitfalls When Terminating Employees
- Managing the Aftermath
(i.e. final pay, benefits, severance, outplacement, references)

7:30 a.m. – 8:30 a.m.

Continental Breakfast

8:30 a.m. – 8:45 a.m.

Opening Remarks

Michael Ochsenschlager, CPCU from Wine Sergi Insurance

8:45 a.m. – 10:45 a.m.

Attorney Jeffrey Risch from WESSELS SHERMAN

10:45 a.m. – 11:15 a.m.

Questions and Answers

11:15 a.m. – 11:30 a.m.

Closing Remarks

Michael Ochsenschlager, CPCU from Wine Sergi Insurance

Please RSVP to this Free Seminar by February 13, 2009:

Leanne Sterzel at leannes@winesergi.com, or call 630-485-5914

Please provide the names and titles of the individuals attending.