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 Ralph Braithwaite, Principal of the Limitless Consulting Group. Jan has over 25 years of experience as a municipal human resource specialist and Ralph teaches management topics for several local universities and provides management consulting and training across the state.

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 via email at mary@engr.uconn.edu or fax (860) 486-5718 and mail payment (payable to UCONN) to CT Transportation Institute, 270 Middle Turnpike Unit 5202, Storrs, CT 06269-5202.

Please call Mary McCarthy with any questions—860-486-1384