



NEW VIRTUAL WEBINAR Scheduled for Delivery

FNEAA is pleased to invite you to register in our upcoming virtual webinar:

Taking Corrective Action

This virtual webinar consists of eight 2.5-hour stand-alone sessions. Join selected sessions of your choice or participate in all eight sessions. The registration fee is: \$125 per session (\$1,000 for all sessions) for non-members; and \$100 per session (\$800 for all sessions) for members.

Taking Corrective Action

January 6 to 28, 2021

2:00 to 4:30 pm EST

This virtual webinar will provide education administrators, principals, supervisors and Directors of Education (at all levels) with guidance and tools for corrective action to enhance employee performance. Find out how to manage common reasons for unsatisfactory performance such as lack of knowledge, skills and abilities, and lack of experience and motivation. Learn how to give effective feedback, apply employment law such as disciplinary policy with steps on how to manage termination for cause and not for cause. Understand misconduct; how to effectively discipline in a fair and procedural manner; how to handle harassment allegations; how to conduct an investigation; and when to seek legal advice.

Session	SESSION LEARNING OBJECTIVE	SESSION CONTENT	Session Date
1	Objective 1 Describe the hallmarks of employee motivation and what keeps employees motivated.	A Motivated Workplace	January 6
2	Objective 2 Identify characteristics of a healthy organizational culture.	Organizational Culture	January 8
3	Objective 3 Give effective feedback to address performance issues.	Giving Feedback	January 12
4	Objective 4 Develop individual action plans during performance reviews to help improve employee performance.	Employee Action Plan	January 14
5	Objective 5 List the steps included in the progressive disciplinary procedure.	Disciplinary Process	January 19
6	Objective 6 Deal with complaints and disclosures about employee misconduct.	Dismissal	January 21
7	Objective 7 Conduct impartial and fair investigations that ensure due process.	Impartial Investigation	January 26
8	Objective 8 Describe employer's legal obligations to accommodate employees dealing with substance abuse.	Duty to Accommodate	January 28

For more information, please contact FNEAA at (343) 585-3333, or email us at info@fneaa.ca.



Virtual Webinar Registration Form TAKING CORRECTIVE ACTION

January 6 to 28, 2021

2:00 to 4:30 pm EST

REGISTER NOW

PARTICIPANT INFORMATION

Full Name: _____ Title: _____

Organization: _____

Address: _____

Email: _____ Telephone: (____) _____ - _____

VIRTUAL WEBINAR REGISTRATION FEES

Your registration fee for each session includes: 1) access to virtual webinar and 2) digital webinar materials. Registrants are responsible for ensuring they have access to a computer and a connection to the internet.

Taking Corrective Action:	Member	Non-Member
<input type="checkbox"/> Session 1 Jan 6	\$100.....	\$125
<input type="checkbox"/> Session 2 Jan 8	\$100.....	\$125
<input type="checkbox"/> Session 3 Jan 12	\$100.....	\$125
<input type="checkbox"/> Session 4 Jan 14	\$100.....	\$125
<input type="checkbox"/> Session 5 Jan 19	\$100.....	\$125
<input type="checkbox"/> Session 6 Jan 21	\$100.....	\$125
<input type="checkbox"/> Session 7 Jan 26	\$100.....	\$125
<input type="checkbox"/> Session 8 Jan 28	\$100.....	\$125
<input type="checkbox"/> All Sessions.....	\$800.....	\$1,000

Total Registration Fee \$ _____

ADD GST/HST* based on Province of Residence:

ON	13% HST	\$ _____
NB, NL, NS, PE	15% HST	\$ _____
Other provinces	5% GST	\$ _____

Total Due \$ _____

*If your First Nation is GST/HST exempt and paying for your registration fee, please submit your First Nation's exemption certificate with your registration. If not, then GST/HST above applies. FNEAA GST/HST #: 711445312.

PAYMENT OPTIONS

Payment by: Visa MasterCard AMEX Cheque (payable to FNEAA) Send Invoice

Card No: _____ CSV: _____ Expiry Date: _____ mm/yy

Cardholder's Name _____ Signature _____ Date _____

DEADLINE/CANCELLATION/SUBSTITUTION POLICY

The deadline to register is December 23, 2020. Registrants may cancel and receive a refund, minus a 10% administration fee, if cancellation is received in writing by December 23, 2020. No refunds are issued for cancellations received after this date. Substitutions are accepted. Cancellations/substitutions can be emailed to info@fneaa.ca.

CONSENT

The virtual webinar sessions for this course will be recorded. The recordings are used by FNEAA for future promotional, marketing and educational purposes. They are also used for improvements as future courses are developed. By registering for this course, you are giving FNEAA permission to record and use the materials as described above.

ACKNOWLEDGEMENT

By selecting this box, you are consenting to receiving updates and promotions from the FNEAA by mail and electronically. You may withdraw your consent at any time.

Your signature is required as authorization of registration and that you have read and understand the aforementioned Deadline/Cancellation/Substitution Policy, notice and acknowledgement.

Signature _____ Date _____

Please return to: 167 INTERNATIONAL ROAD, UNIT 5
AKWESASNE, ON K6H 0G5

or by email: info@fneaa.ca
Call for inquiries: (343) 585-3333

Revised: Nov 18, 2020