

*"Despite what politicians, the press, and the public may believe, Federal employees are remarkably competent and dedicated....*

*...with only a few exceptions.*



# Dealing With Performance and Conduct Issues

## A Two-Day Seminar for Federal Supervisors, Managers, and Union Officials

**Date:** June 14-15, 2016 **Time:** 8:30 am – 4:30 pm

**Location:** Oakland Federal Building  
1301 Clay Street, North Tower, 5<sup>th</sup> Floor, Room H

**Cost:** \$325 per person

**Contact:** Robbie Kunreuther or Gail Castaneda (see Registration Form)

### *Upon leaving this seminar, you will:*

- Have a framework for deciding when action is and isn't appropriate.
  - Know when to use disciplinary vs. performance procedures.
  - Be aware of disciplinary options from reminders to removals.
  - See where and how management may be reluctant to use discipline.
  - Understand how penalties are arrived at and defended.
  - Know the elements of proving discipline cases to judges and arbitrators.
  - Recognize the limited circumstances where Unacceptable ratings apply.
  - Understand the basic provisions of a "performance Improvement plan".
  - Know how user-friendly the government's probation program really is.
  - Recognize matters where a mediator may be of real assistance.
- Walk away with an arsenal of legal and common-sense options.

**Your Instructor:** Robbie Kunreuther is a former Labor and Employee Relations Specialist with the Department of the Navy. He has the practical experience of dealing with performance and conduct issues in a very large Federal activity and represented the Navy in cases before the MSPB, labor arbitrators and the EEOC. Robbie also has the perspective of an author and certified mediator.

Links to his articles he has authored can be found at: [www.trainingfeds.com](http://www.trainingfeds.com)

*"Class was well organized and real-life examples were very instructive.  
Information given was very practical and legal foundations were well covered.  
This course provides real tools to tackle real problems managers routinely face."*



## ***Dealing with Performance & Conduct Issues***

*Training for Federal Supervisors, Managers and Union Officials*

**June 14-15, 2016 – 8:30AM-4PM**

Oakland Federal Bldg, North Tower, 5<sup>th</sup> Floor, Room H

### **Registration**

Please Print

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

***Registration and Payment must be received by May 27, 2016***

### ***Payment Methods***

- 1) Visa/MasterCard (please complete the required information below)
- 2) Check either to "Government Personnel Services" or "San Francisco Bay Area Federal Executive Board" mail to appropriate address  
AND
- 3) Agency Training Form (1556, 182, etc.)

Card Number:

\_\_\_\_\_

Expiration Date: \_\_\_ \_\_\_/\_\_\_ \_\_\_ Visa \_\_\_ or MasterCard \_\_\_

CVV Security Code (found on back of card by signature): \_\_\_ \_\_\_ \_\_\_

Total amount to be charged to card: \$\_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Email Address of Cardholder: \_\_\_\_\_

Phone number of Cardholder: \_\_\_\_\_

If you need any more information or want to submit this this form, contact either:

<p><b>Robbie Kunreuther</b> Government Personnel Services</p> <p>2029 33<sup>rd</sup> Ave S Seattle, WA 98144 (206) 930-1296 robbie@trainingfeds.com</p>	<p><b>Or Gail Castaneda</b> San Francisco Bay Area Federal Executive Board 90 7<sup>th</sup> St. Ste 18-300 San Francisco CA 94103 (415) 624-2481 Castaneda.gail.m@dol.gov</p>
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## *Comments from past participants*

“Extraordinary class!! I found the class to be extremely informative and of great value in my daily work. Although only a two-day class, the volume of information presented was priceless. The instructor (Robbie) has those rare traits of being able to instruct/teach a possibly dry subject and make it entertaining enough to assist each individual to retain the information presented. Brilliant!! Thank you.”

“Exceptional course and highly recommended for upper management as well as mid-level supervisors and union representatives.”

“Very practical and the right length course. I am going to recommend that this class be taught to all the middle managers with our HR person and legal counselor in the room at the same time.”

“This course should be required for all supervisors at least every five years. I wish I’d had this training 18 years ago!”

“Robbie is very informative and knowledgeable on the topics. He has given me some great tools and information in order to deal with performance/discipline issues. The biggest is my power and responsibilities as a supervisor. Also, how to balance that responsibility with compassion for the person.”

“This class has been the most beneficial I have ever attended. All supervisors should have this training as a mandatory requirement. All of my questions and concerns were addressed and I already know that I will be a better supervisor because of Robbie.”

“Great class. Robbie is funny and very knowledgeable.”

“I take supervisory classes every other year since 1992. This is by far the best class I’ve ever been at. I very seldom rate presenters as exceptional... however; I’ll make an exception here.

“I appreciate Robbie’s willingness to share his experiences and respond to several inquiries. Much is learned from real life experiences!”

“The techniques and knowledge I acquired in this course are absolutely essential for supervisors and managers at all levels. The investment of time, money, and effort will pay benefits ten-fold.”

“The instructor kept the class of 30 on track which in my experience, is a major undertaking and should be commended. The instructor was very clear in his explanations. I learned more in this one class than I’ve learned in three previous classes.”

“I really appreciate the information presented. Several areas discussed will directly assist me in my job.”