

Job Descriptions & Performance Management



An HR Workshop for Small Businesses

This NO-COST seminar is designed to provide small business owners with information and templates for developing competency-based job descriptions and performance management processes. Keep current with judicial leanings and various compliance requirements as well as their impact on performance appraisals and progressive discipline procedures!

Included in the training are:

- ◇ Developing job descriptions and recruiting materials.
- ◇ Determining what policies and procedures should be put in place.
- ◇ Legal considerations to keep in mind when developing job descriptions.
- ◇ The role of orientation, communication, coaching and supervision in making your systems work.

Who Should Attend: Small business owners and anyone who has responsibility for carrying out policies and procedures in the workplace.

July 15, 2014 / 9:00 am – 12:00 pm

(Check-in is at 8:30 am.)

Harlingen Area Chamber of Commerce, 311 E. Tyler Avenue, Harlingen, TX 78550

RSVP TO (956) 423-5440.

The Chamber
HARLINGEN ★ TEXAS

Making Dreams Come True, One Business At A Time!

The University of Texas-Pan American Small Business Development Center

◦ A COMPONENT OF THE BUSINESS DEVELOPMENT & INNOVATION GROUP ◦

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