



# BREAKFAST BRIEFING: Employee Discipline & Discharge Without Fear

Join your peers and John Klages with Quarles & Brady for this interactive “How To” Primer. Topics covered will include: Employee Rights, Employee Duties, Strategies for Disciplining Employees, Considerations when Investigating Inappropriate Conduct and Performance-Related Cases and Guidelines to Avoid the Appearance of Unfair Treatment.

**Date: Wednesday, March 21, 2012**

**Time: 8:00 - 11:00 a.m.**

**Location: Ditka’s, Two MidAmerica Plaza, Oakbrook Terrace**

**Cost: \$65 - IMA members; \$85 Non-members**

### Agenda

**8:00 - 8:30 - Networking Continental Breakfast**

**8:30 - 10:45 - Discussion topics**

**10:45 - 11:00 - Q & A**

### Additional Discussion Topics

- ◆The importance of knowing what “rights” employees have before discipline.
- ◆Remaining cognizant of performance, loyalty, conduct
- ◆The purpose of discipline
- ◆Documenting discipline and performance
- ◆Why E mail can be dangerous!

### Speakers

John Klages is a partner in the Chicago office of Quarles & Brady, LLP. and is currently the head of the office’s Labor and Unemployment Group. John has more than 20 years of experience in the area of labor and employment law, with an emphasis on proactive management and litigation of employee relations issues before state and federal courts and agencies. He also represents employers in all types of labor matters involving union-related issues. John has overseen all employment and labor matters on a daily basis for numerous Fortune 500 companies employing thousands of employees.

**Questions?** Contact Kimberly McNamara at kmcnamara@ima-net.org or 630.368.5300, Ext. 2109

### Registration Information

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

**Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Member ID:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/St./Zip:** \_\_\_\_\_

**E mail:** \_\_\_\_\_

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

**Additional attendees:** \_\_\_\_\_

### Payment Information

**Check enclosed for \$\_\_\_\_\_ payable to IMA.**

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**Exp.** \_\_\_\_\_ **Sec. Code** \_\_\_\_\_

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**Cancellations:** Cancellations must be received in writing by **Match 14** for a refund. Refunds will **NOT** be made after **March 14th**.