

# Leadership Training in Managing Employee Misconduct & Discipline

**NEW WORKSHOP: ATTENDEES RECEIVE RAS POINTS**

**Wednesday & Thursday,  
February 24 & 25, 2010**

**WSRMP, Tukwila**

**8:00am - 4:00pm**



## DESCRIPTION

This training is designed to provide Superintendents, Administrators, Human Resources Directors and Principals with the essential skills and abilities to prevent, receive, investigate and act on complaints of employee misconduct. The training program will address the following critical components of a successful program to control employee behavior and manage employee discipline:

### The Human Resource Model

1. Discipline Process Overview
2. Case Law
3. Special Misconduct Situations
4. Effective Investigations
5. Decision and Choice of Discipline
6. Discipline Notice Content and Requirements



This training will show how to make the transition from an incident-based approach to a “systemic” model in which the management of misconduct and discipline is a well planned part of the process. A “systemic” approach will build organizational values and expectations, lessen the occurrence of behavioral incidents, and place the manager in a more effective and more supported position to carry out and successfully defend the discipline when necessary.

## SPEAKER

Lee Goeke served as the Associate Superintendent for Human Resources for the Vancouver School District from 1997 to 2008. Prior to that, Lee was the European Human Resource Director for the United States Government. He holds a Bachelor’s Degree in Business from the University of Maryland and an MBA from the University of Utah. While serving as the Associate Superintendent in Vancouver, Lee was appointed to the Statewide Task Force on Addressing and Preventing Sexual Misconduct. Lee currently provides training and consulting services to school districts across the nation. Lee has been recognized for his work in Human Resource Management by the President of the United States, and has received multiple national awards for innovation in human resource management in public education.



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## Directions to WSRMP

320 Andover Parkway East ■ Tukwila, WA 98188

### From I-5 Northbound

- Take the South Center Parkway exit (Exit 153) toward Southcenter Mall
- Turn south onto Southcenter Pkwy.
- Turn east onto Strander Blvd.
- Turn right onto Andover Park E.
- Turn left into 320 Andover Park E.

### From I-5 Southbound

- Take Exit 154A on the left toward Renton
- Follow I-405 directions

### From I-405

- Take Exit 1 toward WA-181 S/ Tukwila/West Valley Hwy.
- Turn south onto Interurban Ave S.
- Stay straight to go onto West Valley Hwy/WA-181
- Turn right onto Strander Blvd.
- Turn left onto Andover Park E.
- Turn left into 320 Andover Park E.

## Registration Information

*Training available only for Washington Schools Risk Management Pool member districts*

1. Complete one (1) registration form per person
2. Registration deadline is February 12, 2010
3. A registration form is required for all classes, for each attendee
4. For more information about the workshop, please call Sharon Carmichael at (206) 394-9738 or (800) 488-7569
5. For registration information, please call the Registrar at (425) 917-7600
6. Return registration form to: Registrar, Puget Sound ESD  
800 Oakesdale Ave SW ■ Renton, WA 98057 ■ Fax (425) 917-7856

## REGISTRATION FORM

2/24 & 2/25, 2010 WSRMP, Tukwila RM10MD1

NAME \_\_\_\_\_ POSITION \_\_\_\_\_

DISTRICT \_\_\_\_\_ SCHOOL \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

WORK PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

*Required for all Registrations*