

# Supervisor and Manager Development and Training

Illinois Chamber of Commerce, Bolingbrook, IL  
July 12, 2016 | 9:00 AM – 4:00 PM

Supervisors and managers need to constantly develop their leadership skills. Managing a team takes a special set of abilities, and with labor and employment laws constantly changing, it is important that they are well equipped to manage a team.

This Illinois Chamber of Commerce program, presented by our labor and employment attorneys, will provide insight and guidance on:

- Internal communication basics including preparing emails and memos
- Managing the non-union and union workforces
- Taking employee discipline measures
- Conducting performance evaluations
- Employee privacy rights and what that entails
- Dealing with employee medical issues
- Dealing with and preventing harassment and bullying

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