

Building
Community
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The BCEA is
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<http://www.bcea.bc.ca>

224-3989 Henning Drive,
Burnaby, B.C. V5C 6P8
(p) 604-291-7708 (f)604-291-7795



The **BCEA** Presents:

H.R. Breakfast Session Series

BCEA Training Room
224-3989 Henning Drive, Burnaby
7:30am - 9:00am

March 7th - Topic: Maximizing Performance Evaluations

Overview: Performance reviews raise anxiety for both the manager and employee. Here's a bit of good news—it doesn't have to be that gut-wrenching. With careful preparation and planning, performance reviews can be productive, morale boosting, and rewarding.

Outline: Overview of Performance Evaluations 12 Tips to Performance Evaluations that work Q&A Period

April 10th - Topic: House Rule vs. Company Policy

Overview: Difference between rules and policies must be a point to focus on for every employee. For smooth and effective operations in any organization, rules and policies hold great significance. There are many similarities between these two concepts arising mainly due to overlapping of the same end purpose. However, there are glaring differences that will be talked about in this session which may leave you to review your company's rules and policies.

Outline: Review the Differences between Rules and Policies When a Rule should be a Policy Review of Case Studies Rulings Q&A Period

May 8th - Topic: Minimizing Workplace Negativity

Overview: It is widely known that negativity in the workplace decreases productivity and reduces employee engagement which in turn can have a negative impact on employee morale. In this 45 minute session, learn how to combat negativity in the workplace before it begins.

Outline: Causes of Negativity in the Workplace 7 Ways to Decrease Negativity in the Workplace Q&A Period

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**Bundle your HR Packages:
 One for \$25, Two for \$45
 or Three for \$70 plus GST.
 Includes a light breakfast.**

Name of Attendee	# of Sessions	Date(s) of Session(s)

Main Registrant Name _____

Company _____

Phone _____

Please provide the email addresses of all those attending:

Invoice Me (BCEA Members only) _____

Email _____

Name on Card _____

Visa/AMEX/ MC Number _____

Expiry Date _____

Signature _____

No refunds two weeks prior to each session.



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