



## *The Pen Is Mightier:* A How-To on Keeping Accurate Employee Records

### WHEN

Tuesday, September 13, 2011

8:00 – 8:30 a.m. Breakfast &  
Registration

8:30 – 10:00 a.m. Program

### WHERE

Marriott at Boca Center  
5150 Town Center Circle  
Boca Raton, FL 33486

### COST

\$20.00/Person

Includes breakfast, program and  
materials. Parking is  
complimentary.

### RSVP TO

derrichetti@stearnsweaver.com

### MORE INFORMATION

305.789.3301 or

derrichetti@stearnsweaver.com

*CLE & HRCI Credits Pending*

STEARNS WEAVER MILLER  
WEISSLER ALHADEFF & SITTERSON, P.A.

### Breakfast Seminar Series

**Presented by:** Glenn M. Rissman and Tobi Beth Lebowitz

A critical aspect in protecting yourself as an employer is documentation. By providing and documenting clear and objective information about your employees, you are not only being efficient but you are taking the necessary precautions for yourself and your company. This program will cover best practices for proper recordkeeping, discipline and managing the performance of your employees.

#### About the Speakers

Glenn M. Rissman and Tobi Beth Lebowitz are members of Stearns Weaver Miller's top-ranked Labor and Employment Department, practicing out of the Firm's Fort Lauderdale office. They handle a wide variety of employment law matters across a range of industries.

#### About the Series

Stearns Weaver Miller's Labor & Employment Law Breakfast Seminar Series will be held in Boca Raton on a quarterly basis. The series, designed for Human Resources Professionals, General Counsel and Senior Executives, will provide a nuts and bolts overview of employment law for businesses. Future topics include:

- Termination