



Are You Prepared?

Unfortunately, the incident at Virginia Tech is not as shocking to us as it once was. It is very upsetting, but not shocking anymore. We have been there before. The scenes on TV showing police officers storming buildings, the wounded being carried away, the dazed students embracing each other, and then, of course, the fatally wounded. We have witnessed this scene unfortunately too many times in our schools and in workplaces.

Seeing this unfold again before us, makes me wonder if we ourselves are prepared. What can we do to prevent this from happening in our place of business? Can we be proactive?

There may be areas in your recruiting process or training process that are ready for change. Ask yourself the following questions:

- ? Do I have a good process in place to hire the best qualified candidate?
- ? Do I conduct background checks?
- ? Do I conduct pre/post employment drug testing?
- ? Do I have policies in place governing harassment/sexual harassment?

? Do I have policies in place governing appropriate/inappropriate conduct?

? Do I have a corrective action and/or zero tolerance policy in place regarding inappropriate conduct?

? Do I have policies in place regarding workplace violence and what to do?

? Is my staff trained and know what to do regarding an incident of workplace violence?

? Are my supervisors properly trained regarding these topics?



The world has changed and we have to start thinking about preventive measures in our schools and in our businesses to assure a safe environment. It is important for you to review your current staffing and training policies. Ensure you are hiring the right employees, for example, by performing background checks, and conducting periodic training programs on harassment or workplace violence for your supervisors and staff.

So, where do you stand? If there are needs, you should look into this now. If my organization can be of assistance please contact us. We are experienced in all of your human resource needs: staffing, training, and compliance.



We will be there!
Along with **375** other exhibitors

Quality Transitions, Inc.
invites you to visit our booth #427
at the **BUSINESS EXPO**

May 1 and 2, 2007

Times: **10-7** on Tuesday
10-5 on Wednesday

RHODE ISLAND CONVENTION CENTER

Warning Signs

Violent incidents in the workplace usually follow some sort of trigger that may make an already unstable person resort to violence. Be aware of the following behaviors.

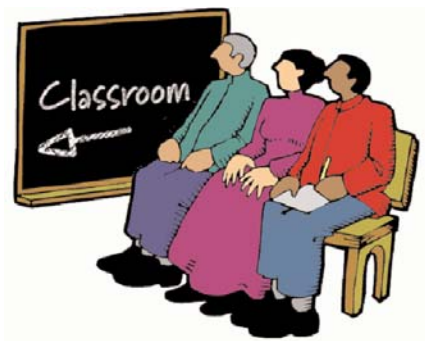
- ✓ Employee feels they are being treated unfairly.
- ✓ Feelings of being forced to wait for promotion or raise
- ✓ Signs of mental instability.
- ✓ Employee begins to isolate him/her self and are considered "loners".
- ✓ Employee has recently been disciplined or discharged.

Please give our office a call if you would like our help.
(401) 213-6260.

Employment Legislation Class ~

Community Evenings at New Hope Chapel
 80 Richmond Townhouse Road, Carolina, RI 02812

Presented by: **David Nichols Sr.**, Principal, Quality Transitions, Inc. and
Kateri Wheeler, SPHR, Tim Hortons



Class will meet every Thursday evening
 4 weeks from 6:30 pm-8:30 pm. (May 17, 24, 31, June 7th)

Start Date: May 17, 2007 Reception 6:00 pm-6:30 pm class 6:30 pm-8:30 pm
 To register, call **Quality Transitions 401.213.6260 R.S.V.P. May 11, 2007.**

Why this class is important? A supervisor's or owner's job has become more complicated. Simply using a "common-sense approach" will not shield you from potential liability. A supervisor's decisions or statements, although may seem insignificant, can lead to trouble and expose the supervisor and their organization costly litigation.

- ♦ Who should attend this class?
- ♦ Anyone who supervises employees will benefit from this class.
- ♦ What are the topics?
- ♦ Gain a familiarity of the wide range of employment and labor laws and how they impact supervisors' and managers' daily decisions.
- ♦ Build awareness of the many lesser known employment-related laws.
- ♦ Provide general guidance on how to spot problems and avoid mistakes commonly made by supervisors and managers.
- ♦ How to minimize potential liability.
- ♦ Introduce common legal pitfalls that can trip up well-intentioned managers and supervisors.

Cost **\$35** per person for the 4 week session. Please make checks payable to **Kateri Wheeler** and mail to: Quality Transitions, Inc., 4160 Old Post Road, Charlestown, RI 02813.

All proceeds will be donated to New Hope Chapel's Food Pantry.

Name of Participant:	
Name of Organization	Type of Business:
Address:	Phone No.
E-Mail Address:	Number of Employees Supervised:
How did you hear about this class?	