



**GUAM CHAMBER OF COMMERCE**  
 PARTNERS IN PROGRESS

The Guam Chamber of Commerce  
 Small Business Focus & Development Committee  
 In cooperation with the University of Guam School of Business and Public Administration  
 presents

**2009 BUSINESS MANAGEMENT SEMINAR**  
**DRUGS, HARASSMENT and**  
**WORKPLACE VIOLENCE**

It is a company's obligation to its employees to ensure a safe work environment. Learn to recognize some of the signs an employee may exhibit leading to violence and what you can do to prevent violence in the workplace. A claim of sexual harassment, valid or not, will cause your company time and money, not to mention your company's reputation. Learn some of the steps your organizations can take now in order to prevent harassment or prevent claims of sexual harassment. Find out if your company or organization has to comply with the Drug-Free Act of 1988, especially if your company performs certain types of work or has certain types of contracts with the Federal Government. Get smart on how to ensure compliance.

Date: **FRIDAY, JUNE 12, 2009**

Time: **8:00 a.m. Check-in**  
**8:00 a.m. – 11:00 a.m. Seminar**

Location: **Fort San Jose, Outrigger Guam Resort**

Guest Speakers: Society of Human Resources Management (SHRM)

- **Joann Waki Muna**, HR Administrator, Guam Community College
- **Maryann Cabrera**, HR Manager, The Doctor's Clinic
- **Grace Donaldson**, HR Consultant, Trainer & Recruiter,  
 Solutions: Human Resources Management & Recruiter

Small Business Development Center

- **Rodney Webb**, Business Counselor

**Registration Information**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Chamber Member Admission: \$10.00/person; Non-member Admission: \$20.00**

Seating is limited and based on a first come first served basis. Please limit attendance to 2 people per company. Fax this registration form to the Chamber office at 472-6202 no later than 12:00Noon, Thursday, June 11, 2009.

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**Member Profile:**

Type of Business: \_\_\_\_\_

Business Hours of Operation: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Would you like to receive information on future workshops and events sponsored by the Small Business Focus & Development Committee? [ ] Yes [ ] No