

**PERSONNEL POLICY COMMITTEE
SPRING MEETING
MARCH 20, 1996**

**Best Western Lord Wakefield
Wakefield, MA**

Agenda

Roundtable Discussion on
“Attracting and Retaining Qualified Employees, and
Achieving Productivity and Quality with your Workforce”

Discussion may include, but is not limited to:

- o FMLA
- o Attendance Policies
- o Motivation
- o Productivity
- o Quality
- o Coordinating Attendance at Multiple Plants
- o Finding Qualified Employees
- o Communications
- o Survey of HR Literature
- o Testing for Entry Level
- o Personality Testing
- o Interviewing Techniques

10:00 a.m. Meeting begins.
Coffee, tea and muffins served.

12:00 noon A working lunch will be served.

1:30 p.m. Meeting adjourns.