

After more than 30 years in business, Atkinson, Andelson, Loya, Ruud & Romo is a leader in training employers on preventive measures that limit liability.

Our training programs emphasize proactive client counseling, effective communication and, implementation of liability reduction techniques.

Atkinson, Andelson, Loya, Ruud & Romo training can be customized to address your specific needs. The most sought after training programs include sexual harassment prevention, employment practices, disabilities & leaves of absence, labor relations practices, and employee pay practices.



**ATKINSON, ANDELSON,  
LOYA, RUUD & ROMO**

12800 Center Court Dr., Suite 300  
Cerritos, California 90703

Phone: 562-653-3200  
[www.aalrr.com](http://www.aalrr.com)

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# Management Training

*Limit Your Liability for  
Claims & Litigation*

*Webinar Training Now Available*

**Objectives:**

- ◆ Build practical skills
- ◆ Gain confidence when dealing with complex issues
- ◆ Materials serve as a valuable desktop reference guide

Atkinson, Andelson,  
Loya, Ruud & Romo  
*A Professional Law Corporation*

# Management Training

Most employment mistakes are made by immediate supervisors. Develop and improve important management skills with our comprehensive two-hour training programs. AALRR offers comprehensive training programs that closely mirror the day-to-day realities management faces.

Our training - offered in person or by webinar - provides your front-line management techniques to resolve conflicts, juggle multiple demands and priorities, and learn methods to improve employee performance.

Our most sought after training sessions are:

## **SEXUAL HARASSMENT**

This session is designed to satisfy California's supervisor training requirements, and can also be provided to non-supervisory employees. Our sexual harassment training educates employees about permissible workplace conduct.

## **EMPLOYMENT PRACTICES**

This information-packed training highlights potential areas for costly mistakes and provides practical guidelines when making personnel decisions and interacting with employees. This session will cover hiring techniques, discipline, terminations, and documentation.

## **DISABILITIES & LEAVES OF ABSENCE**

Do your supervisors know what to do when an employee requests an accommodation or leave of absence? Avoid common mistakes managers make when dealing with these complex areas. This session will focus on coordination techniques to handle the issues raised by disabilities and family and medical leaves.

## **LABOR RELATIONS PRACTICES**

For non-union employers this training focuses on policies, practices, and effective communication to remain union-free. For unionized employers, this training focuses on effective management and problem-solving as well as avoiding workplace disruptions caused by the collective bargaining process.

## **EMPLOYEE PAY PRACTICES**

Wage and hour compliance requires employers to keep up-to-date with the latest legal requirements related to overtime, exemptions, travel time, meal and rest periods, record-keeping and other state and federal laws regarding the payment of wages. This training will educate supervisors on the legal requirements while providing them with common sense methods for ensuring compliance and limiting liability.

*Additional management training programs available.*

## **Training Course Includes:**

Two (2) hours of interactive & educational training

- ◆ Comprehensive materials
- ◆ Certificates of completion
- ◆ Company verification sign-in sheets
- ◆ Choose the training site\*

\*You can either reserve our training facility in Cerritos, conduct a customized training at your office, or hold a virtual training by webinar.

## **Registration Information:**

Most AALRR training sessions are \$1,700~ per session. Class size is limited to 40 participants; virtual training offers increased participation.

~Travel charges may apply. Please call for pricing on webinars, additional same-day, or multiple-day sessions.

For additional information or to schedule a customized group training session, please contact Jane Guesnon at (562) 653-3409.

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Robert. L. Wenzel, Esq.  
Program Chair