

AALRR WebTrain Management Performance Series (October 2017)

People are often promoted into management positions because they are good at their job, but a new manager may not be well-versed in the challenges of staff supervision or the utilization of a human resources department as a valuable tool. The majority of company liability for any organization comes from the interaction between management and employees. When a new manager is not equipped to make employment decisions regarding appropriate discipline, when to allow an employee to take leave, or when to terminate another employee, their actions can negatively impact your organization.

Management challenges are made even harder if you have to guess what you can legally say or do. AALRR developed our Human Resources Management Performance Training Series to help address these issues. This dynamic, interactive four-part webinar enables managers and supervisors to build and refine the skills needed to manage people more effectively and understand the legal consequences of their actions.

Join AALRR employment attorneys as they provide practical information and insights with a common-sense approach to comply with basic human resources practices and employment laws, and help your company avoid situations that may lead to expensive employee issues or even lawsuits. The information shared in this course will outline the basic rules and regulations for effective staff management and highlight the importance of following employment and labor laws and proper techniques for compliance.

This four-part series is designed especially for California employers.

Part 1: Discrimination & Harassment

Tuesday, October 10, 2017

Part 2: Hiring to Firing & Everything in Between

Tuesday, October 17, 2017

Part 3: Wage & Hour Compliance

Tuesday, October 24, 2017

Part 4: Leaves, Disabilities, & Reasonable Accommodation

Tuesday, October 31, 2017

Who should attend?

This course is designed for new or experienced department managers and supervisors who have no formal human resources training or those looking for a refresher course about current rules, regulations, and legal practices concerning human resources.

Training sessions include:

This webinar includes comprehensive course materials, an after-session quiz, and a certificate of completion of the series. Each session is worth 1.50 HRCI continuing education credits.

Training Fee:

Our WebTrain series is available for up to 20 members of your management staff for a flat rate of \$4500; any additional attendee can be registered for \$100 each. The series is offered multiple times a year, and with your company's registration, we offer a bonus for two members of your staff to attend a future series at no cost.

Session Descriptions:**Part 1: Discrimination & Harassment**

Tuesday, October 10 – 10-11:30 am

- Federal | State Law Protections
- Forms of Discrimination
- Religious Accommodation
- Disparate Impact | Disparate Treatment
- ADEA | ADA | GINA
- Sexual Harassment
- Bullying | Abusive Conduct

Part 2: Hiring to Firing & Everything in Between

Tuesday, October 17 – 10-11:30 am

- Beginning the Employment Relationship
- Documenting Employee Performance
- Proper Performance Evaluations
- Ending the Employment Relationship

Part 3: Wage & Hour Compliance

Tuesday, October 24 – 10-11:30 am

- Federal | State Law
- Overtime | Minimum Wage
- Exempt | Non-Exempt
- Wage and Hour Litigation | Class Actions
- Meal and Rest Periods
- Paying for All Hours Worked
- Travel | Training | Waiting | On-Call Time
- Preparation & Finishing | Off-Site Activities

Part 4: Leaves, Disabilities, & Reasonable Accommodation

Tuesday, October 31 – 10-11:30 am

- Federal | State Leave Laws
- Disability Discrimination
- FMLA | CFRA
- Pregnancy Leaves
- Reasonable Accommodation | Interactive Accommodation Process

To register, or to request specific training for your company on these topics, please contact Brooke Myers at bmyers@aalrr.com or 562.653.3552.