



Reduce Your Liability/Raise Awareness of Your Managers and Supervisors **AALRR WebTrain Management Performance Series**

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.

We have made the management performance series even better. The first part of the four-part series will be extended to two hours and qualify for the two-year training mandated by law for sexual harassment prevention and awareness. Not only can you train your supervisors to enhance their skill-set to limit company liability, the training will now cover the necessary aspects to include federal and state statutory provisions to comply with the requirements of AB1825, AB2053, and SB 396.

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, Abusive Conduct & Harassment*

Tuesday, October 8, 2019

*Part one now qualifies for mandated sexual harassment awareness/prevention training, further details below.

Part 2: Hiring to Firing & Everything in Between

Tuesday, October 15, 2019

Part 3: Wage & Hour Compliance

Tuesday, October 22, 2019

Part 4: Leaves, Disabilities, & Reasonable Accommodation

Tuesday, October 29, 2019

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.

Training Fee: Our WebTrain series is available for up to 10 members of your management staff for a flat rate of \$3000 for clients and \$4200 for non-clients; 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, Abusive Conduct & Harassment

Tuesday, October 8th – 10-12:00 pm

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

(Now complies with AB2053 training requirement)

Part 2: Hiring to Firing & Everything in Between

Tuesday, October 15th – 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 22nd – 10-11:30 am

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

Part 4: Leaves, Disabilities, & Reasonable Accommodation

Tuesday, October 29th – 10-11:30 am

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

To register, or to request specific training for your company on these topics, please contact Jane Novotny at jnovotny@aalrr.com or 562.653.3409