



2020 Course Descriptions

Price: \$50 per person for in-person seminars

\$25 per person for online seminars

(\$50 per person for AB1825 course)

All seminars are held from 9:00AM-10:30AM unless otherwise noted below:

January 9th– Legal Update 2020 – Employment Law Changes That Will Impact Your Business

Start off the new year right and make sure that you are aware of the recent legal changes for 2020. This seminar will discuss new laws and expansions related to Independent Contractors, Sexual Harassment Training, Paid Family Leave, Minimum Wage, as well as miscellaneous labor laws and hiring rules. Also, we will discuss major case developments from the past year.

February 13th– Untangling the Tangled Web of Leaves of Absence (9:00AM – 11:00AM)

Employees have several different reasons for why a leave of absence is necessary. Ranging from jury duty to the Family Medical Leave Act, every leave of absence requires certain steps to be taken in order to properly comply with laws. This seminar will inform individuals on how to properly handle benefits, pay, and other factors that play a role with leaves of absences.

March 12th– Dealing with Difficult Employees

Conflicts in the workplace are distracting, uncomfortable, and emotional. It is a common challenge for managers to handle these situations while avoiding legal pitfalls. But with the right tools and training, managers can successfully resolve – and reduce – incidents. In this seminar, you'll learn about how to identify conflicts early and decide the best course of action; specific action steps for handling conflicts effectively and legally; and ways to reduce current workplace conflicts and prevent small squabbles from becoming full-blown incidents.

April 16th– Confidentiality – What Supervisors Need to Know

Being conscious of confidentiality is a must for supervisors in the midst of our information-overloaded world. Learn about the limits on what's confidential between you and your employees, and when you can and can't be bound by confidentiality. We will discuss employees' right to privacy – and what to be careful of as you have to, sometimes literally, look over their shoulder. Additionally, we will discuss the special confidentiality rules and regulations that apply to employees' medical information.

May 14th– HR 101 for Supervisors (Complimentary/Webinar Format)

Being a supervisor can sometimes feel overwhelming. There are so many employment laws that it's difficult to know what you need to do, and what you can't do. In addition, you are responsible for working with your staff to help them to be as productive as they can, and it's not always clear how to do that. You also need to know how to manage poor performance. This class will cover the basics, and you will walk away with an understanding of the most critical legal obligations, some tips on how to manage your staff for peak performance, and how to handle some difficult situations you might encounter as a supervisor.

June 10th– Preventing Burnout (Complimentary/Webinar Format)

Recently employers and employees have been faced with new challenges professionally and personally. During this seminar, we will explore how employers can best support their employees during these new and trying times. We will discuss the workplace factors that have the potential to cause burnout in the workplace and what we can do to eliminate or control the pressures and expectations, which have the potential to overwhelm managers and employees.

July 9th– Supervisor Harassment & Discrimination Prevention Training (AB1825 Compliant 9:00AM – 11:00AM/Webinar Format)

Employers and supervisors have a responsibility to provide a harassment or discrimination-free work environment. Permitting harassment or discrimination, or failing to take steps to deal with harassment claims, can land employers and supervisors in legal hot water. This seminar will discuss how to create a workplace environment that discourages harassment and discrimination by supervisors and coworkers; the different ways harassment and discrimination can take place; how to tell the difference between behavior that's just annoying and behavior that's illegal; and what to do if an employee raises a harassment or discrimination claim.



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August 13th– Team Building (Webinar Format)

Teamwork magic happens when the work of the team members is synergistic. Team building is about providing the skills, training and resources that your people need, so that they can work in harmony. In this seminar, you'll learn about how to best build up your team, from creating roles based on strengths and personalities, help your team evolve through the various stages of team development and figure out what successful teams look like.

September 10th– HR 101 for Supervisors (Webinar Format) (9:00AM – 11:00AM)

Being a supervisor can sometimes feel overwhelming. There are so many employment laws especially following the COVID outbreak that it's difficult to know what you need to do, and what you can't do. In addition, you are responsible for working with your staff to help them be as productive as they can, and it's not always clear how to do that. You also need to know how to manage poor performance and keep your staff engaged, which can be even more challenging now that a major portion of workforces are working remotely. This class will cover the basics, and you will walk away with an understanding of the most critical legal obligations. We will provide you with some tips on how to manage your staff for peak performance, how to handle some difficult situations you might encounter as a supervisor and discuss virtual team building exercises, which can help your remote workers overcome the difficulties of feeling isolated and disconnected.

October 8th– Dealing with Sticky HR Situations (Webinar Format)

Today's ever changing, technology driven and fast paced workplace can be a challenge for supervisors. How should you respond when an employee stops into your office and wants to share something with you, but doesn't want you to do anything about it? What do you do if an employee starts crying in your office? Are you responsible for responding to employee interactions on Facebook or other social media sites? Join us for a session designed to help you navigate these kinds of complicated, awkward and sticky HR situations.

November 12th– Employee Harassment & Discrimination Prevention Training (SB 1343 Compliant (Webinar Format))

All employers with five or more employees are required to provide non-supervisory employees with at least one hour of sexual harassment prevention training (SB 1343) no later than January 1, 2021.

December 10th– Employee Harassment & Discrimination Prevention Training (SB 1343 Compliant (Webinar Format))

All employers with five or more employees are required to provide non-supervisory employees with at least one hour of sexual harassment prevention training (SB 1343) no later than January 1, 2021.

December 17th– Supervisor Harassment & Discrimination Prevention Training (AB1825 Compliant 9:30AM – 11:30AM/Webinar Format)

Employers and supervisors have a responsibility to provide a harassment or discrimination-free work environment. Permitting harassment or discrimination, or failing to take steps to deal with harassment claims, can land employers and supervisors in legal hot water. This seminar will discuss how to create a workplace environment that discourages harassment and discrimination by supervisors and coworkers; the different ways harassment and discrimination can take place; how to tell the difference between behavior that's just annoying and behavior that's illegal; and what to do if an employee raises a harassment or discrimination claim.