



2021 Course Descriptions

**Price: \$25 per person for online seminars
(\$50 per person for AB 1825 course)**

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

January 14th— Legal Update 2021 – 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 2021. This seminar will discuss the new significant expansion of CFRA for small employers, COVID and workers' compensation reporting requirements, minimum wage, as well as miscellaneous labor laws and hiring rules. Also, we will discuss major case developments from the past year.

March 11th— Untangling the Tangled Web of Leaves of Absences (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 to the new CFRA leave for small employers, 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, coordination with the state, paperwork and other factors that play a role with leaves of absences.

April 8th— HR 101 for Supervisors

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.

May 13th— Ten Things Employers Do to Get Sued

Don't wait until it is too late before you learn about ways to avoid being a victim of a common workplace lawsuit. We will discuss the most common types of employment lawsuits as well as policies and steps that have helped others stay out of court. Learn about when an action or lack of action by a supervisor can lead to a lawsuit. Through these strategies and suggestions, you will be able to stay out of court and stay focused on what matters most – the company's success.

June 10th— 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.

July 8th— Supervisor Harassment & Discrimination Prevention Training (AB 1825 Compliant 9:00AM – 11:00AM)

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.

August 12th— Creating a Positive Work Culture

The negative impact of a poor work culture can be an urgent problem for leaders. It can bring down morale, create retention problems and undermines your efforts to build a productive workforce. This course is designed to help you learn how to create a culture where employees can successfully work together by encouraging respectful behavior, increasing communication, and building trust and cooperation to overcome conflict.



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September 9th– Managing Multiple Generations in the Workplace

For the first time in history, five generations will soon be working side by side. But whether this multi-generational workplace feels happy and productive or challenging and stressful is, in large part, up to you: the boss. At this seminar we'll discuss how you should relate to employees of different age groups, how to motivate someone much older or much younger than you and finally, what you can do to encourage employees of different generations to share their knowledge?

October 14th– Employee Harassment & Discrimination Prevention Training (SB 1343 Compliant)

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) every two years.

December 9th– Wage & Hour

This 90-minute California wage and hour compliance seminar will help you understand the complexities surrounding California wage and hour laws and how it affects the function of any payroll department or company that has employees in California. Learn about recent developments, requirements under wage and hour laws and how to avoid common employer mistakes.