



2022 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 13th– Legal Update 2022 – 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 2022. This seminar will discuss the new 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.

February 17th– 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 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.

March 17th– 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.

April 7th– 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 19th– 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 16th– 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.

July 21st– 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.



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August 18th– Dealing with Difficult Employees & Generational Gaps in the Workplace

Conflicts in the workplace are distracting, uncomfortable, and emotional. It is a common challenge for managers to handle these situations while avoiding legal pitfalls. Managers are also tasked with the challenges that come with managing a multi-generational workforce. 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. We will also 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.

September 8th– Recruiting & Hiring Best Practices

In recruiting you either love it or hate it, there's very little middle ground. It may be your full-time job as a recruiter or it may be a portion of your job. No matter which situation you may be in, it is critical to comply with the law, make the best use of your time and ultimately find the best candidate. In this seminar, we'll cover the best practices of recruiting the ideal candidate while following the law as well as the minimum requirements of paperwork for new hires in CA.

October 13th– Safety & Workers' Comp 101

Are you new to safety management? Do you need a comprehensive and effective safety program? Do you know what to do when you have an employee injury? Then Safety and Workers' Comp 101 is an opportunity that you cannot miss. We will cover the basics and show you how to remain compliant with California safety and workers' comp standards.

November 9th– 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.