



## 2024 Seminar Course Descriptions

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

Location: Online via GoToWebinar

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

### January 11<sup>th</sup>– Legal Update 2024 – 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 2024. This seminar will discuss the new leave of absence changes, sick leave, minimum wage, as well as miscellaneous labor laws and hiring rules. Don't miss it!

### February 8<sup>th</sup>– 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.

### March 14<sup>th</sup>– Resolving Workplace Conflict

In the dynamic and competitive contemporary work landscape, it is imperative for organizations to grasp and adeptly navigate employee relations. While often overlooked, workplace conflict stands out as a pivotal factor influencing a business's success. Although the subject might appear challenging, delving into statistics surrounding workplace offers a revealing perspective on its frequency and the potential impact on a company's overall well-being.

This seminar will offer valuable insights into workplace conflict frequency, impacts, and potential remedies. Equipped with this understanding, both employers and employees can collaborate to cultivate a work environment characterized by respect, cooperation, and harmony.

### April 11<sup>th</sup>– Wage & Hour Compliance

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.

### June 13<sup>th</sup>– Untangling the Tangled Web of Leave 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.

### July 11<sup>th</sup>– 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.



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### August 8<sup>th</sup>– 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.

### September 12<sup>th</sup>– 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.

### October 10<sup>th</sup>– Performance Management and Documentation

This seminar will focus on improving the effectiveness of your organization by implementing the tools of performance management. Among the most frequently litigated workplace disputes are those that arise out of disciplinary actions and employee terminations. Therefore, we will provide managers with the knowledge and tools to properly document employee performance, keep employees on track, and fairly and swiftly handle termination.

### November 14<sup>th</sup>– 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.