

If you manage employees in any capacity, you can't afford to miss this must-attend training event ...

THE ESSENTIALS OF PERSONNEL LAW *for* MANAGERS & SUPERVISORS

Learn how to avoid making today's most common legal mistakes that could land you and your organization in hot water – to the tune of hundreds of thousands of dollars! You'll learn:

- Which federal regulations impact your workplace including: FMLA, EEOC, Title VII and more
- Interview questions that will help you spot potential employee problems
- Best practices for reducing your organization's legal responsibilities when terminating employees
- How to hire and work with employees who have disabilities
- What the law says about an employee's privacy
- How antidiscrimination laws affect supervision practices
- What you must know about the legal side of discipline and performance reviews
- And much more!

Don't miss this important career-enhancing opportunity.

Enroll today online at www.NationalSeminarsTraining.com

or call **1-800-258-7246.**

presented by Rockhurst University Continuing Education Center, Inc.



58% – The percentage of companies polled in an extensive 2004 survey that said they currently are being, or have been, sued by an employee during the past year

50% – The percentage of companies that said race discrimination was the reason behind an employee lawsuit

2/3 – The approximate number of times an employee wins a lawsuit against an employer in the American court system

Because of the wealth of information employees have at their fingertips ... and the reality of an increasingly litigious work force, it's never been easier to slip up and cost your company a fortune in court. Make sure you and your company stay legally safe on the job. Call and enroll in this must-have seminar today!

*Statistics courtesy of the U.S. Department of Labor and California public records

Your Money Back If You're Not Satisfied – Guaranteed!

We guarantee the skills and information you learn at *The Essentials of Personnel Law for Managers and Supervisors* will give you new insight into the legal ramifications of everything you do and arm you with the knowledge you need to keep your company safe from litigation. We promise you'll receive all this and more – or you'll get your registration fee back – **GUARANTEED!**

Are Your Management Practices Putting You and Your Organization at Risk? You May Be Surprised!

With the number of employee lawsuits on the rise, it's never been more critical to have a thorough understanding of today's hottest legal issues, especially ones that could land your company in court. Think about the lost time, productivity, and money that can come from a single lawsuit – even if your company wins! Just imagine what would happen if your company lost in court.

That's why we've created ***The Essentials of Personnel Law for Managers and Supervisors***, a one-day workshop that covers the most common, most misunderstood, and most costly laws that impact how managers and supervisors work with their employees.

Learn How to Legally Hire, Fire, and Work With Employees in Any Environment

We've boiled down the confusing and complex world of employment law into a one-day workshop that will be as entertaining for you as it is enlightening. Packed with real-world case studies and examples, you'll learn how to confidently handle the legal minefield of complex employment and benefit laws.

This comprehensive workshop will show you every major law that protects employees in and out of the courtroom. You'll learn what laws employees are turning to time and again for legal protection. Plus, you'll learn simple strategies for keeping the risk of litigation at bay.

Get the Essential Facts You Need to Protect Yourself and Your Company

When you complete this day of training, you'll be able to identify red flags in all your processes that could cause BIG headaches down the road. From discrimination, hiring and firing, wage and hour law to discipline and documentation, FMLA and ADA, we'll cover every personnel law that you **NEED** to know.

Don't wait until a mistake puts you in court – register today by calling **1-800-258-7246** or register online at **[www.NationalSeminarTraining.com!](http://www.NationalSeminarTraining.com)**

Agenda Highlights:

Workshop hours: 9 a.m. to 4 p.m.
Registration begins at 8:30 a.m.

Overview of the Federal Employment Laws Impacting Managers

- Key federal employment laws
- Equal Employment Opportunity

Dealing With Common Wage and Hour Issues

- The Fair Labor Standards Act
- Avoiding wage and hour hotspots

Recruitment Strategies to Attract the Best Applicants

- What every job description MUST have
- Creating legal AND effective advertisements

Legally Sound Interview Techniques

- What you can and can't ask applicants
- Four keys to safe and sound interviewing
- Conducting reference checks and background investigations

Managing Employee Performance to Minimize Liability and Maximize Productivity

- Coaching vs. counseling: when to use each
- Developing performance-improvement plans
- Legal considerations of performance appraisals

Workplace Privacy

- What the courts say about privacy issues
- Hot topics in workplace privacy

Documentation, Recordkeeping, and Record Retention

- What you should document and retain
- Forms of employment documentation
- Understanding your recordkeeping responsibilities

Safe Discipline and Termination Practices

- Discussing disciplinary issues with a problem employee
- Legal issues in termination
- Safe-termination guidelines

Take Advantage of Our Unbeatable Group Discount!

When 3 enroll from your organization, the 4th attends absolutely free. It's the fastest, most affordable way to educate every manager and supervisor in your organization on personnel law.

Who Should Attend?

The Essentials of Personnel Law for Managers & Supervisors is perfect for:

- Managers
- Supervisors
- HR professionals
- Small-business owners
- Office managers
- Benefits managers
- TAM leaders
- Anyone who interacts with other employees, job candidates, and more.

You'll gain a deeper understanding of employment law in an interactive, plain-English, one-day workshop designed to provide this critical information quickly and easily.



BRING THIS TRAINING TO YOUR ORGANIZATION

ON-SITE TRAINING SERVICES:
WORLD-CLASS TRAINING. GUARANTEED RESULTS.

Call 1-800-344-4613 today, and find out how our guaranteed on-site learning solutions can benefit your organization.

 Rockhurst University Continuing Education Center, Inc.
On-Site Training & Learning Solutions
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