Don’t wait until you’re defending a decision in a court of law or paying thousands on a lost lawsuit to get the information you need to stay compliant with the law.

- Avoid discrimination charges when interviewing job candidates
- Understand record-keeping requirements for HR
- The ins and outs of FMLA regulations
- 6 personnel policy issues that often lead to difficulties with the law
- Drug testing—what you should know
- How your organization could be held liable in a wrongful discharge suit

We’re coming to your area …

Enroll online at NationalSeminarsTraining.com/PLI2 or call 1-800-258-7246.
Reactions From Fellow HR Professionals to Human Resources and the Law:

“Excellent source of knowledge. Would highly recommend.”
– Errol Alexander, CRT

“This is the best two-day seminar I have attended. The information was excellent; presented in an enthusiastic, as well as entertaining, manner.”
– Mary Christianson, Berkeley

“This was the best seminar I have ever attended. It was extremely informative, well presented and thought out.”
– Sharon Hanrahan, New England Power

Ensure EVERY Step You Take Is Legally Sound and Compliant

As an HR professional, you know there are 1,001 things you have to know every day. And in a world where one mistake is too much, you need to continually strengthen your foundation of skills and knowledge. It’s not just a priority—it’s a necessity!

Attend this dynamic seminar, Human Resources and the Law, and in just two days, you’ll be completely brought up to speed on recent court interpretations of critical employment law … gain insight into future changes in HR law … and get answers to questions that have been on your mind for a while, but you didn’t know where to go for help.

With the help of a veteran trainer experienced in avoiding the legal land mines of HR, you’ll learn the specific legal traps to watch out for and get solid facts about handling the tough legal challenges you face on the job every day.

It’s Never Been Easier to Make a Critical Mistake—or More Costly!

It’s a simple fact: The number of areas where you have to be legally up to date boggles the mind. No easy task when laws and their interpretation are continually subject to change.

Do a great job for your company and its employees. Register for this powerfully insightful training today. You’ll gain a concise overview of the most pressing legal issues affecting your job—the ADA, EEOC, sexual harassment, the Civil Rights Act of 1991 and more.

The use of this seal confirms that this activity has met HR Certification Institute’s® (HRCI®) criteria for recertification credit pre-approval.

NST is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP® or SHRM-SCP®. This program is valid for 11 PDCs for the SHRM-CP or SHRM-SCP. For more information about certification or recertification, please visit www.shrmcertification.org.

Enroll online at NationalSeminarsTraining.com/PLI2 or call 1-800-258-7246.
Great Reasons
You Can’t Afford to Pass Up This Training!

What will you gain from attending *Human Resources and the Law*? If the experience of past attendees is any gauge, there are countless reasons you’ll love this seminar. But here are 12 ways you’ll boost your professional development when you attend:

1. Understand the intricacies and court interpretations of employment law better
2. Take part in thought-provoking discussions about HR issues in the workplace
3. Confidently handle problems that fall into legal gray areas
4. Enhance your professional image in your company by becoming one of the people who “knows all the answers”
5. Protect company and employee interests fairly and legally
6. Reduce your stress level by having confidence that you know you’re doing your job the right way
7. Get up to date on legal issues that impact your department
8. Share camaraderie with other successful HR professionals at the seminar
9. Communicate more effectively with management and employees
10. Identify where critical laws overlap and could cause trouble down the line
11. Don’t fear those special situations that give most HR staffers—and even some HR managers—nightmares
12. Reduce your company’s risk for costly lawsuits!

When even one mistake could spell the end of your HR career, you need to know you’re doing everything you can to legally protect your company and your employees. Don’t wait for that first costly mistake … sign up today!
Day One

Getting Up to Date on Current Laws That Affect HR

- How the Americans with Disabilities Act (ADA) affects your day-to-day pre-employment screening procedures
- The 2 areas most discrimination suits are filed over
- The Civil Rights Act of 1991: How it impacts your job today
- Responding to employees who come to you for “advice” before talking to their supervisors
- How your company could be held liable in a wrongful discharge case
- How small talk about personnel issues can come back to haunt you
- How to respond to an employee’s complaint of sexual harassment (federal law absolutely demands this)
- A seemingly minor mistake that could easily haul you into court

Court Case Study: Analyze an actual court decision and determine how it affects your job.

Avoiding Legal Hot Spots: Record Keeping, Benefits and Investigations

- How to explain benefits coverage to employees—and document it—so there aren’t any misunderstandings
- How to correctly field employee questions about pregnancy leave and benefits
- The proven steps to writing documentation that holds up in court
- Knowing what your company expects you to do when an attorney calls
- Drug testing: What you must know about following the “chain of custody”
- When coordinating an EEOC or Department of Labor investigation … what is required of you
- A vitally important record-keeping requirement of the Age Discrimination in Employment Act that is easy to overlook
- How to prepare for an unemployment hearing
- Specific practices you’ll be glad you followed if you ever have to give a deposition or make a courtroom appearance

Team Project: Work in a small group to properly investigate a sexual harassment claim.

Enroll online at NationalSeminarsTraining.com/PLI2 or call 1-800-258-7246.
Day Two

Ensuring Safe Employment Practices
- A precautionary step you should take with candidates who want to apply for “any” position
- 3 red flags that may indicate a job applicant is setting you up for legal problems later
- Are you guilty of negligent hiring? How to avoid problems when giving references, checking police records and other critical areas
- “Tell me about yourself”—how asking this seemingly innocent question can get you in legal hot water
- How to reduce the risk of discrimination claims when interviewing job candidates
- Secret EEOC testers: What do they look for on their surprise visits?
- The most sensitive areas of the progressive discipline process … don’t become a victim
- 5 critical areas that require prompt, accurate documentation

Writing Legally Sound Policies, Procedures and Employee Handbooks
- The powerful basics of writing policies, procedures and employee handbooks
- 6 personnel policy issues that frequently lead to difficulties with the law
- When you’re not sure how to handle a legally delicate situation … here’s where to turn
- Up-to-the-minute information on how to rewrite job descriptions to comply with the ADA
- How to minimize your exposure to legal liability in all your written communication
- 5 things you can do today to make your HR director feel even more confident about your legal savvy
- The legal ins and outs of Family and Medical Leave Act legislation

Policy Audit: Evaluate samples of policies, procedures, separation agreements and releases; identify problem areas; and draft improved versions.

Progressive Discipline Practice Session: Review critical incidents, analyze appropriate documentation for remedial action and implement your recommendations.

Special Group Discount: When three enroll from your organization, the fourth attends FREE!
National Seminars Training—
30 Years of Training and Employee Development

When results matter, you want a training partner that you can rely on. For three decades, NST has provided new ideas … answers to tough challenges … and legal updates to professionals across the United States. A recognized leader in employee training and development, NST offers over 6,000 workshops and over 180 live Webinars each year.

Each year over 122,000 associates and over 46,000 managers turn to NST for solutions to the challenges they face. In the past 10 years, NST has partnered with over 8,000 organizations to deliver tailored team and corporate training solutions.

When you choose NST as your education partner, you can depend on getting the kind of expert insight you need to stay current in a rapidly changing business world.

Every course offered by NST is developed by a team of experts with decades of real-world experience. So you can count on getting relevant information and career-building skills from a trainer who knows what’s going on in today’s world.

5 More Reasons You’ll Want to Attend …

1. Get Up to Date on the Essentials: Your time is valuable, and we won’t waste it. You’ll only learn the most relevant information at this course.

2. Get New Ideas: Get away from the office for two days, and you’ll return relaxed and recharged. Plus, you’ll have a plan in hand and proven strategies for taking your skills to the next level.

3. Network: Meet and exchange ideas with other HR pros. Take this opportunity to meet like-minded professionals in your area—and learn from their experiences.

4. Participate in Interactive Training: Prepare for an innovative learning experience like no other. We’ll capture your interest with real-world challenges HR professionals face. Plus, you’ll participate in proven-effective exercises that are designed to increase retention and on-the-job application.

5. Learn From an Expert: Ask questions, share ideas and get immediate feedback from a trainer with real-world experience

Enroll online at NationalSeminarsTraining.com/PLI2 or call 1-800-258-7246.
Bring This Course to Your Organization

If you have multiple employees who could benefit from this training, consider bringing it on-site to your organization. Our Enterprise Learning Solutions team can tailor any program to meet your unique needs and core competencies. Learn more at NationalSeminarsTraining.com/CorporateTraining or contact a training specialist at 1-800-344-4613.

Unlimited Seminars, Webinars and On-Demand Content … With the STAR12 Professional Edition

For one low annual fee, STAR12 gives you unlimited access to the most comprehensive collection of seminar training and online learning resources in North America. Give yourself the edge you need to achieve your dream career. Join STAR12 today! Sign up today at joinSTAR12.com or call 1-800-258-7246.

Enrollment Fee

Group discount: When three enroll from your organization, a fourth attends FREE. Group discounts apply to seminar registrations only and cannot be used for STAR12 or on-demand seminars.

STAR12 Professional Edition—only $499*: STAR12 entitles you to unlimited access to all NST seminars (retail priced $399 or less) + Webinars, online courses and more for 12 months. Enroll today at joinSTAR12.com.

*Plus tax where applicable

To Enroll ...

Register online at NationalSeminarsTraining.com/PLI2

Call toll-free 1-800-258-7246

Registration Information

Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

Check-in begins at 8:15 a.m. on Day 1. The workshop schedule is 9 a.m. to 4 p.m. each day. Lunch is on your own.

Cancellations and substitutions. Cancellations received up to five working days before the seminar are refundable, minus a $25 registration service charge. After that, cancellations are subject to the entire seminar fee, which you may apply toward a future seminar. Please note that if you don’t cancel and don’t attend, you are still responsible for payment. Substitutions may be made at any time.

CEUs: Continuing education credit may be recognized by your professional board. Contact your own board to find out what’s required. You may also call us at 1-800-258-7246 for additional assistance.

Tax deduction: The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.
Up-to-date training on FMLA regulations—what you need to know!

Human Resources and the Law

Don’t wait until you’re defending a decision in a court of law or paying thousands on a lost lawsuit to get the information you need to stay compliant with the law.

• Avoid discrimination charges when interviewing job candidates
• Understand record-keeping requirements for HR
• The ins and outs of FMLA regulations
• 6 personnel policy issues that often lead to difficulties with the law
• Drug testing—what you should know
• How your organization could be held liable in a wrongful discharge suit

Enroll online at NationalSeminarsTraining.com/PLI2 or call 1-800-258-7246.