

You can't afford to learn the law by trial and error! Attend this two-day workshop and make sure every step you take is legally sound and compliant ...

# Human Resources AND THE LAW

A highly informative **2-day workshop** for new and veteran HR pros. Get up-to-date on what's new ... what's changing ... and everything that's relevant in your complex and critically important job!

- **Avoid discrimination charges** when interviewing job candidates
- Understand record-keeping requirements for HR
- The ins and outs of **FMLA regulation**
- **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**

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.



Get unlimited seminars  
for one low price!  
See Page 6.

Enroll today online at [www.NationalSeminarsTraining.com](http://www.NationalSeminarsTraining.com)  
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, Berkley

"This was the best seminar I have ever attended. It was extremely informative, well presented and thought out."

– Sharon Hanrahan, New England Power

"Probably the most useful, interesting, entertaining, and job-related seminar I have ever been to."

– Nancy Cooper, Bond Robotics

## 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 – ADA, EEOC, sexual harassment, the Civil Rights Act of 1991, and more. The information you'll receive is up-to-the-minute and completely reliable – a lifesaver for anyone on the front lines of HR.

### Your Satisfaction Is Completely Guaranteed!

This seminar is packed with information and insight into navigating the choppy waters of HR law. It's so thorough ... so powerful ... that it's the closest thing to an insurance package any HR professional can find in the training world. We know you'll enjoy this dynamic event more than any other training you've had, and gain a better understanding of your vital position in your company, so we guarantee your satisfaction in writing.

And if you don't agree that the information and skills you receive during your two days with us will make a profound difference in the way you conduct your job, just let us know and we'll refund your entire registration fee – every penny!

Call 1-800-258-7246 and register today. Or, if the phone isn't quick enough, use our lightning-fast and secure online registration through our Web site, [www.NationalSeminarsTraining.com](http://www.NationalSeminarsTraining.com). Hurry, because seats always fill up fast for this exciting training event!

# 12 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 levels by having the 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 that 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!

You'll Leave This Seminar With More Than Just New Ideas!



When you attend *Human Resources and the Law*, you'll go back to the office with more than powerful new insights ... new business relationships ... and overwhelming confidence about doing your job right. You'll also take back:

- **A Guide to Legally Safe Personnel Practices**  
This workbook packs two days' worth of insight, information, and skills from the seminar into a concise, user-friendly resource that you will keep within arm's reach at all times back at work. Not only does it contain everything you learned in the Seminar, but it includes a veritable smorgasbord of tools that will be welcome in any human resource professional's personal library, such as a glossary of legal terms and a supplementary resource materials list. We'll make the power of your learning experience last well beyond the two days you spend with us!
- **A Certificate of Completion**  
Every participant that completes the two-day course will receive this handsome document trumpeting your training achievement. Use it to keep track of your continuing education accomplishments as well as hang it on your wall to show others in your company your desire to be the best!

## Your Guarantee of Complete Satisfaction

For years, National Seminars Training has set the standard for training excellence. Our unwavering commitment to teaching professionals like you has helped us reach an impressive position as one of the nation's top business trainers. To ensure that you always receive top-quality training, we stand behind our seminars with a 100-percent money-back guarantee. You can expect the best training, or your money back.

# Two-Day Agenda

Workshop hours: 9:00 a.m. to 4:00 p.m. each day. Registration begins at 8:30 a.m. on day one.

## Day One

### Getting Up-to-Date on Current Laws That Affect HR

- How the Americans with Disabilities Act 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

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

### 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 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

## Count on National Seminars Training for Results-Producing Training

National Seminars Training trains more than 300,000 businesspeople annually in over 300 cities nationwide. We didn't reach this impressive position by accident ... but by providing super-concentrated, skill-based seminars to busy professionals – like you – who need proven strategies and techniques they can use immediately to become more successful on the job.

The National Seminars Training experience – one- to five-day programs, conferences, and retreats – offers today's businesspeople in-depth coursework ... a chance to network with other committed professionals ... and the real-world insight that has made National Seminars Training a world leader in business education.

There's no better way to achieve the level of personal and professional excellence you want than by turning to the education expert.

**Just look at what our satisfied customers are saying about our training:**

**"Having clearly defined, effective steps to follow will help to avoid legal issues."**

*– Linda Tkacik, Northeast Residential Services*

**"The law section of the seminar was very beneficial. I learned more about ... the appeal process and how to keep our company out of court."**

*– Ella Cheatham Peters, O.H.F.A.*

## TRAIN YOUR MANAGERS AND SUPERVISORS TO BE LEGALLY SAFE

### ENTERPRISE LEARNING SOLUTIONS

As an HR professional, you walk the slippery slope of the law every day – but are your organization's managers and supervisors as sure-footed?

Are they careful not to ask job candidates personal questions? Do they avoid telling off-color jokes? Do they correctly document performance problems before terminating employees?

If you're not 110% sure your managers are on the safe side of the law, bring one of our popular management workshops on-site. We can deliver any of our legal topics when and where it's convenient for you ... it's the most cost-effective way to train a large group ... and we'll tailor the content to your organization's specific needs.

**For more information, call 1-800-344-4613, e-mail us at onsite@ruceci.com, or visit us on the Web at [www.NationalSeminarsTraining.com](http://www.NationalSeminarsTraining.com).**

**Here Is a Cross Section of Companies and Organizations That Have Sent Employees to Our Seminars:**

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Or call toll-free 1-800-258-7246



Or fax the completed registration form to 1-913-432-0824



Or mail the form to:  
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P.O. Box 419107  
Kansas City, MO 64141-6107

## Registration Information

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

**Group Discount:** When 3 enroll from your organization, a 4th may attend for FREE!

**Check-in** begins at 8:30 a.m. on day one. The workshop schedule for both days is 9 a.m. to 4 p.m. Lunch is on your own.

**Cancellation:** If you cannot attend, you may send a substitute or receive full credit toward a future enrollment. For cancellations made 5 or more business days before the event, you may request a refund less a \$10 enrollment fee. For enrollments made in conjunction with a STAR12 purchase, STAR12 cancellation rules apply - visit the Information Center at [www.NationalSeminarsTraining.com](http://www.NationalSeminarsTraining.com).

**CEUs:** Continuing education credit may be recognized by your professional board. Contact your own board to find out what's required. Call our CEU/CPE specialist at 1-800-258-7246, ext. 3100, if you have any questions.

**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.

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## REGISTRATION FORM

### 1. Enrollment Fee

Group Discount: When 3 enroll from your organization, a 4th attends FREE. Group discounts apply to seminar registrations only, and cannot be used for STAR12 memberships.

### 2. Names of Attendees (Please Print)

(Please list additional registrations on a separate sheet and attach.)

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### 3. Company Information (Please Print) \*Phone required in case of last-minute changes.

Organization \_\_\_\_\_

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Sign here \_\_\_\_\_

*\*\*This fax number will be used to send confirmation of your registration as well as to notify you and your organization of upcoming events in your area and provide you and your organization with special discount offers. By signing, you and your organization are giving permission for RUCEC to use your fax number for these purposes.*

### 4. Method of Payment

If you have registered by phone, please record your confirmation number here:

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(Note: Full registration fee due and payable prior to start of workshop)

Our purchase order is attached (government, educational, and health-care organizations only)

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

## Workshop Schedule



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