

TRAINING SEMINARS FOR EMPLOYERS AND THEIR EMPLOYEES

I R E L A N D
S T A P L E T O N



Take a preventative approach. Get interactive training on employment law topics.

Effective workplace training is a critical component of an organization's risk management strategy. Equipping front-line employees with employment policies and guidelines for investigations, disciplinary actions and performance evaluations are one of the most effective ways to prevent employment law claims.

Taught by employment lawyers, our training seminars arm you and your employees with accurate information and skills that can be used immediately in your workplace. We use interactive exercises, simulations and other techniques to make the material stick.

To schedule a training or for more information
email mferguson@irelandstapleton.com or call 303-628-3658.

TRAINING SEMINARS

DISCRIMINATION & HARASSMENT

Avoiding Discriminating & Harassing Workplace Behavior

This interactive and informative program provides you and your employees with necessary training on the types of conduct and behavior that give rise to discrimination and harassment in the workplace and teaches the best practices for avoiding such complaints.

Investigations of Workplace Misconduct & Implementation of Discipline

Most employers investigate workplace misconduct at some point. Would your investigation hold up in court if challenged? Does the discipline you implement seem reasonable in light of the investigation? Learn the best practices for conducting effective investigations.

Sensitivity/EEOC Training for Managers & Supervisors

Managers and supervisors have special responsibilities and duties under various discrimination and harassment laws. In this training, managers and supervisors learn how to avoid liability for both the employer and themselves.

The Impact Federal & State Discrimination Laws Have on Your Business

Business owners sometimes fail to appreciate the ways in which discrimination laws can impact the way they conduct business. Often times the “we are just like a family” approach to managing employees can lead to costly claims and creation of unexpected liability. This training is designed to provide business owners with the knowledge they need to limit discrimination and harassment complaints.

EMPLOYMENT POLICIES

Developing & Implementing Employee Handbooks

This customized training is designed to help you develop an employee handbook that gives guidelines for employees and creates procedures for management that add a layer of protection for your business.

Tattoos, Piercings, Blogging & Other Freedom of Expression Issues

Expressions of individuality can lead to a colorful workplace. They can also be contrary to your business’ image. Restrictions on an employee’s individuality can give rise to claims of discrimination or violations of the constitution (public employees). Learn how to prevent these claims and maintain your business’ image.

Preventing Workplace Violence

Can you recognize dangerous behaviors that require a call for action? Are you appropriately addressing and documenting conduct issues? Are you training supervisors and employees on how to recognize and respond to workplace violence? This training will teach employers and employees how to keep the working environment safe.

HR Audits: Explanation of the Audit Process and Risk Assessment Summary

Preventing employment claims starts with implementation of, and compliance with, effective policies and procedures. Audits can provide insight to flaws in your HR practices and areas in which you may be at risk. Learn how to conduct effective HR audits and assess your risk.

Flip-Flops are Not Business Casual! How to Create Dress Codes for Your Organization

Learn best practices for drafting and implementing a dress code that matches your organization’s needs and goals and does not run afoul of discrimination or freedom of expression laws.

EMPLOYMENT POLICIES *(continued)*

The Shifting Sands of Social Media: Exploring the Intersection of Employer and Employee Rights in Social Networking

Social media is seeping into every aspect of the employment relationship and employers must be prepared to address the issues it creates. This session addresses employees' rights to discuss work-related issues over personal social media accounts, the extent to which employers may limit work-related discussions online, how to recognize social media issues and the best practices for crafting appropriate social media policies.

Marijuana and the Workplace: What Every Employer Needs to Know

This seminar will provide employers and supervisors with answers to questions relating to marijuana use by applicants and employees, and an update on the current Colorado case law governing this issue.

The Dos and Don'ts of In-Office Email

Is your company properly managing the email produced by employees? Email is quick and easy; however, employees often fail to appreciate the legal consequences a quick remark or off-the-cuff response can have. Learn the dos and don'ts for employee email, common email mistakes leading to legal claims, considerations for documentation retention and destruction programs and privacy considerations.

EMPLOYEE DISCIPLINE & PERFORMANCE MANAGEMENT

Corrective & Disciplinary Actions

Disciplinary actions can often give rise to claims of discrimination or violation of due process for public employees. How you document such actions is important. Learn the best practices for documenting and carrying out corrective and disciplinary actions.

Effective Performance Evaluations

Eighty-six percent of jurors believe if it is not written down, it did not happen. What do your performance evaluations truly say about your employee's performance? Would they stand up to judicial scrutiny? Do they provide employees with sufficient information to make improvements? In this training you will learn the best methods for conducting and documenting employee performance evaluations.

Effective Workforce Performance Management

Ensure your performance management plan is working for you. This training will give you the skills to create an effective workforce performance management plan, including job descriptions, performance evaluations, appropriate and effective supervision, and discipline.

ANALYSIS OF SPECIFIC STATUTES

Performance & Conduct Standards Under the Americans with Disabilities Act (ADA)

What if your employee's performance or misconduct is directly related to his/her disability? Learn what the ADA requires of employers and how the ADA can impact your discipline process under such circumstances.

Understanding the Family Medical & Leave Act (FMLA)

The FMLA is a complicated statute that can result in hefty penalties for the employer if not accurately followed. This session breaks down the FMLA into easy to understand components and highlights the red flags employers should avoid.

Recent Federal and State Legislation Affecting Employers

This session provides an overview of recent changes to federal and state law governing employers and employees. Learn how these new laws affect your business and develop tactics for addressing them.

Employers' Obligations Under USERRA

Learn what the Uniformed Services Employment Rights and Reemployment (USERRA) Act requires of employers whose employees are engaged in military service.

ANALYSIS OF SPECIFIC STATUTES *(continued)*

How to Recognize When Requests for Leave or Other Employee Absences Give Rise to Further Responsibility

Employee absences can trigger obligations under the ADA, FMLA, and other employment laws. Prevent claims that can arise from an ADA or FMLA issue. Learn to recognize when certain absences or comments by an employee requires further action by the employer.

The Fair Labor Standards Act Primer

This session provides an overview of the requirements of the FLSA, including exemptions from overtime, deductions, travel time and payments for required training. This training teaches how to incorporate these requirements into your policies and procedures.

Wage & Hour Update: New Regulations, Hot Buttons Issues and Strategies for Warding Off Audits and Litigation

The Department of Labor has increased its audits of employers. This session breaks down the key issues giving rise to audits and litigation involving wage and hour claims. Walk away with preventative steps you can implement immediately.

Form I-9s: The Most Complicated Form in Your Employee's Personnel File

The federal government has ramped up its Form I-9 audits. These seemingly simple forms are replete with traps that can carry costly penalties when completed incorrectly. Learn best practices for completing and retaining I-9s and tips for managing potential mistakes and the audit process.

HIRING & FIRING

Hiring Process for Employees

Hiring involves more than the review of a resume and an interview. An effective hiring process starts well before a job is posted, and a poor hiring process often leads to legal claims. In this training get the best practices for a sound and legal hiring process.

Hiring Minors 101

Both federal and state laws outline restrictions on the employment of minors. This session dives into the requirements under federal and state law and the unique issues involved in managing minor employees.

Taking the Fear Out of Firing: Orchestrating Trouble Free Terminations

Firing employees is not enjoyable, but often a necessary action. Learn the best practices for documenting and carrying out the termination of an employee.

Volunteer Program Administration

Volunteers provide a great resource to organizations, but failure to pay close attention to their hours, work, and compensation (whether stipends or benefits) can turn a volunteer into an employee. This session provides the necessary training on creating an effective volunteer program.

CUSTOMIZED TRAINING TO FIT YOUR NEEDS

Our employment lawyers offer customized trainings to fit the specific needs of a company or organization. If you have a specific topic you would like us to address in your workplace, contact mferguson@irelandstapleton.com today.