

## FRONT LINE DEFENSE AND AVOIDING "LOOSE CANNONS": HUMAN RESOURCES TRAINING FOR YOUR MANAGERS AND SUPERVISORS

### How Can Employers Reduce the Risk of Liability?

More than ever, those who hire and supervise employees must be familiar with employment and discrimination law concepts, requirements and prohibitions. Employers must remain vigilant about emerging workplace issues and develop prudent, effective employment policies and practices. This training program is designed to educate your managers and supervisors on the key elements of employment law and update employers on new laws, regulations and compliance measures. It is intended to help management reduce the risk of liability and be in the best position to defend employment-related claims in the event of litigation.

### An Interactive and Customized Program

The program is interactive, and participants are encouraged to ask questions and respond to hypothetical situations in order to help develop awareness and response skills.

Members of the Firm's Labor & Employment Group tailor the program to the type of organization involved and to the type of employees participating, whether they are members of senior management, lower-level supervisors, or a combination of both.

### Training Session Topics

- Federal and state discrimination laws
- Avoiding and defending discrimination and wrongful termination
- Establishing the employment relationship
  - Preserving at-will employment
  - Interviewing and prohibited pre-employment inquiries
- Employee Handbooks
- Employee conduct and discipline
- Performance evaluations
- Documentation of employment actions
- Sexual harassment complaints and investigation
- Terminating the employment relationship
- Dealing with workplace violence
- Union avoidance strategies

### Interested in Scheduling a Program at Your Business?

Please call Jonathan R. Sigel, Esq. at 508.860.1474 for details.



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