



Contact McCloskey Partners today to discuss your training needs at
215-716-3035 x 0 or services@mccloskeypartners.com

Helping to Protect the Company The Basics of Employment Law & Communicating Effectively

Objective: This training session addresses pitfalls and offers tools and recommended methods that will improve each manager's overall understanding of EEOC laws and their role in helping to make legally defensible decisions that ultimately help the Company minimize its risks and stay out of court.

OVERALL SCOPE OF TRAINING

- Review how employment laws affect everyday management.
- Illustrate common scenarios in which a manager's words and actions can not only "hurt" someone but can violate a law and put the Company at risk.
- Addresses employee relations issues, interviewing, discipline, absenteeism and leave, documentation, diversity, harassment and discrimination prevention/response, disability accommodations and communication. *AND* how all of these topics interplay together.

Specific topics to be reviewed:

LEGAL COMPLIANCE

A Respectful Workplace: Understanding and Preventing Harassment

Managers will be instructed how to create and maintain a work environment that is free of blurred boundaries, bullying, hostility, discrimination and harassment so that employees can operate at their optimal level of efficiency; create a work environment that is safe, respectful, and one in which there is an awareness that the workforce is diverse, staff are communicating and taking personal responsibility.

**** Hot Topics ****

- Harassment & Bullying
- Social Media
- Boundaries in the workplace
- Communicating non-defensively & Conflict Resolution
- Dealing with stressful situations
- Performance management



Equal Employment Opportunity Compliance

Managers will be instructed on the laws that prohibit discrimination and how each manager plays an important role in keeping the Company compliant.

Fair Labor Standards Act: Obligations and Responsibilities

Managers will be instructed on the Fair Labor Standards Act (FLSA) that pertains to wage and hour laws; threshold changes that go into effect 12/1/2016 will be reviewed. Managers play an important role in helping the Company remain compliant by classifying employees correctly. (I.e. Exempt or Non-Exempt)

Interviewing & On boarding of new Team Members

Managers will be instructed on the general do's and don'ts of hiring that will help keep the Company out of court.

TRAINING FORMAT

- *Who should attend training:* Any supervisor or manager that manages employees.
- *Length of session:* 2 hours
- *Location of Training:* Client Location or On Demand Webinar

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