



Supervising Within The Law

Teaching your supervisors how to manage people within legal guidelines

Description: Even experienced supervisors can be fuzzy about company policies, HR procedures, legal risks and legal requirements. This highly customized, facilitator-led training session leads participants safely through the minefields of sexual harassment prevention, workplace violence prevention, interview questions, progressive discipline, documentation, performance reviews, the Family Medical Leave Act, the Americans with Disabilities Act, and Workers Compensation claims. This one-day course is offered in partnership with Green Ideas, Inc. and is ideal for groups of 12 – 15. As an option, the course can be delivered in Spanish.

Goal: The goal of this course is to clarify legal terms and precedents, reinforce company HR policies and procedures, and give supervisors the tools they need to make sure their actions protect themselves and the company from legal risk, at the same time promoting greater productivity in the workplace.

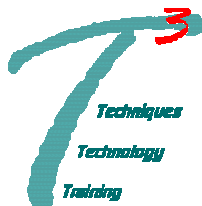
Course Objectives

Upon completion of this course, participants will:

- Understand their organization's current HR policies
- Understand and be able to apply the provisions of FMLA and ADA
- Identify and avoid common interview mistakes that pose legal risks
- Have a solid system for documentation of employee performance reviews and disciplinary procedures
- Have a list of resources to consult when needed
- Understand the dynamics of workplace violence and the steps to take to minimize the risk
- Identify inappropriate behaviors and "hostile environments" in order to prevent sexual harassment

BENEFITS of "Supervising Within The Law"

- Participants are provided the information needed to supervise within legal guidelines.
- Participants learn how to apply the principles through exercises and role-plays.
- Management can be assured that supervisors have completed training that covers the appropriate legal guidelines.



Call Amtech Marketing to discuss how your company can benefit from the value of this dynamic supervisor skills training.

Call today 888-546-4844

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