Human Resources and the Law: A Two-day Course

OVERVIEW
Designed for HR professionals, this highly informative course offers the latest information on the laws that impact their department so they can ensure company compliance and avoid ending up in court.

In *Human Resources and the Law*, participants will learn the specific legal traps to watch out for, gain a solid grounding in changing legislation that affects their jobs and develop a sixth sense about handling the tough legal challenges they face every single day.

LEARNING OBJECTIVES
- Avoid discrimination claims when interviewing job candidates
- Master the legal aspects of HR record keeping
- Ensure you’re in compliance with HIPAA’s notification requirements
- Answer employee questions without making a legal mistake
- Ensure your documentation will hold up in court
- Identify red flags that indicate a job applicant will likely cause trouble down the road
- Understand the legal ins and outs of FMLA legislation

COURSE HIGHLIGHTS
Getting up to date on current laws that affect HR
- Understand how the Americans with Disabilities Act affects your day-to-day pre-employment screening procedures
- Find out how the Civil Rights Act of 1991 impacts your job today
- Learn how to respond to employees who come to you for advice before talking to their supervisors
- Know how your company could be held liable in a wrongful discharge case
- Discover how small talk about personnel issues can come back to haunt you
- Know how to respond to an employee’s complaint of sexual harassment (federal law absolutely demands this)
- Analyze an actual court decision and determine how it affects your job during a court case study

Avoiding legal hot spots: Record keeping, benefits and investigations
- Correctly field employee questions about pregnancy leave and benefits
- Learn proven steps to writing documentation that holds up in court
- Know what your company expects you to do when an attorney calls
- Learn what to do and what is required when coordinating an EEOC or Department of Labor investigation
- Discover a vitally important record-keeping requirement of the Age Discrimination in Employment Act that’s easy to overlook
- Prepare for an unemployment hearing
- Learn specific practices to follow if you ever have to give a deposition or make a courtroom appearance
- Work in a small group to properly investigate a sexual harassment claim as a team project

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Ensuring safe employment practices
- Take this precautionary step with candidates who want to apply for “any” position
- Recognize three red flags that may indicate a job applicant is setting you up for legal problems
- Learn to avoid problems when giving references, checking police records and other critical tasks
- Find out how asking “Tell me about yourself” can get you in legal hot water
- Reduce the risk of discrimination claims when interviewing job candidates
- Know what secret EEOC testers are looking for on their surprise visits
- Understand the most sensitive areas of the progressive discipline process
- The five critical areas that require prompt and accurate documentation
- Review critical incidents, analyze appropriate documentation for remedial action and implement your recommendations during the progressive discipline practice session

Writing legally sound policies, procedures and employee handbooks
- Learn the powerful basics of writing policies, procedures and employee handbooks
- Recognize six personnel policy issues that lead to difficulties with the law
- Get up-to-the-minute information on how to rewrite job descriptions to comply with ADA
- Minimize exposure to legal liability in all your written communication
- Determine five things you can do today to make your HR director feel even more confident about your legal savvy
- Evaluate samples of policies, procedures, separation agreements and releases; identify problem areas; and draft improved versions during the policy audit practice

TRAINING DELIVERY
- Pre-training: Tailoring and customization of content
- Delivery of training using presentation, small group exercises, case studies, role-plays, games, etc.
- Post-training: Follow-up within 30 days to review information, provide coaching, set goals, etc. (optional)