



Employment Law Boot Camp

Schwartz Hannum PC has developed a thirteen-hour intensive human resources skills development program in response to the growing challenges confronting our clients.

Presented in an interactive seminar format, Employment Law Boot Camp reinforces participants' existing knowledge of fundamental employment laws and personnel practices by exploring major risk areas and problem-solving strategies.

Expert attorney instructors will provide extensive written resources, engaging real-life role-plays, and valuable networking opportunities for participants.

Participants will receive a comprehensive Tool Kit containing essential compliance forms, checklists and guidance.

Topics will include:

- Hiring Traps And Strategies
- Onboarding: Best Practices For Background Checks, New Hire Training, and Agreements
- Employee Handbooks
- Wage and Hour: Top 10 Compliance Issues
- Managing Leaves Of Absence (Federal And State Leave Laws)
- ADA: Managing Requests For Accommodation(s)
- Managing And Documenting Employee Performance And Discipline
- Risky Terminations: Facebook Firings, Retaliation, Medical Conditions, RIFs

Who should attend?

- Executives
- Managers
- Attorneys
- Human Resources Professionals

REGISTRATION NOW OPEN

LOCATION

Schwartz Hannum PC
11 Chestnut Street
Andover, MA 01810

MAY 3 AND 4, 2018

May 3: 8:30 a.m. to 4:00 p.m.
May 4: 8:30 a.m. to 4:30 p.m.

REGISTRATION DEADLINE

April 26, 2018

TUITION

Early Bird Registration: \$875
(Prior to April 1, 2018)

Two people From Same
Organization: \$1,600

General Registration: \$1,000

Registration is limited. There will be a maximum of 14 participants

To register, please contact Kathie Duffy at (978) 623-0900 or kduffy@shpclaw.com

Schwartz Hannum PC also presents *Employment Law Boot Camp* at client facilities, tailoring it as requested with some or all of the above-listed topics in single or multi-day programs.



The use of this seal confirms that this activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.

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