

# Employment Law Boot Camp

Schwartz Hannum PC has developed a fourteen-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
- Background Checks And Substance Abuse Testing For The Uninitiated
- Managing And Documenting Employee Performance: Discipline And Discharge
- Mastering An Effective Investigation Of Alleged Workplace Misconduct
- Risk Factors That Cause Discrimination Claims
- Harassment – It's Not Just About Sex Anymore
- Critical Employment Policies – Limit Liability And Exposure While Serving Your Business Needs
- Employee Rights And Responsibilities Related To Family, Medical And Other Leaves Of Absence
- Employment, Severance, Non-Competition And Non-Disclosure Agreement Basics
- Limiting Exposure To A Wage And Hour Complaint

## Who should attend?

Executives, managers, attorneys, and human resources professionals.

## Spring Registration Now Open

### Location:

Schwartz Hannum PC  
11 Chestnut Street  
Andover, MA 01810

### Spring 2010

April 6 & 7, 2010  
8:30 a.m. to 4:30 p.m.  
Registration Deadline:  
March 26, 2010

### Tuition:

Early Bird Registration: \$850  
(Prior to March 1st)

On or After March 1st: \$950

*Registration is limited. There will be a maximum of 12 participants.*

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



This program has been approved for 14.00 (General) recertification credit hours toward PHR, SPHR and GPHR recertification through the Human Resources Certification Institute (HRCI). For more information about certification or recertification, please visit the HRCI homepage at [www.hrci.org](http://www.hrci.org).