



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
- Jumping Through The Pre-Employment Hoops: Background Checks, Substance Abuse Testing And I-9s
- Best Practices For Personnel Files
- Managing And Documenting Employee Performance, Discipline And Discharge
- Discrimination And Harassment – Not Just About Sex Anymore
- Critical Employment Policies – Limit Liability And Exposure While Serving Your Business Needs
- Limiting Exposure To A Wage And Hour Complaint
- Rights And Responsibilities Related To Family, Medical And Other Leaves Of Absence
- Mastering An Effective Investigation Of Alleged Workplace Misconduct
- Facebook, Google+, Twitter And Other Social Media: Friend Or Foe In The Workplace?

Who should attend?

Executives, managers, attorneys, and human resources professionals

SPRING REGISTRATION NOW OPEN

LOCATION

Schwartz Hannum PC
11 Chestnut Street
Andover, MA 01810

APRIL 10 & 11, 2012

April 10: 8:30 a.m. to 4:30 p.m.

April 11: 8:30 a.m. to 5:00 p.m.

REGISTRATION DEADLINE

April 2, 2012

TUITION

Early Bird Registration: \$850
(Prior to March 1, 2012)

General Registration: \$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

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.