

Employment Law Boot Camp For Executives

Do you know just enough about human resources practices and employment law to be dangerous?

Schwartz Hannum PC has developed an 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 For Executives 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 Toolkit containing essential compliance forms, checklists and guidance.

Topics will include:

- Interviewing, Background Checks And Hiring Traps And Strategies
- Managing And Documenting Employee Performance: Discipline And Discharge
- Mastering An Effective Investigation Of Alleged Workplace Misconduct
- 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?

Managers, executives and human resources professionals.

Spring Registration Now Open

Deadline: May 21, 2008

Location:

Schwartz Hannum PC
11 Chestnut Street
Andover, MA 01810

Spring, 2008 – Session II

8:30 a.m. to 4:30 p.m.
May 28, 2008

Tuition is \$850 (\$750 per person for additional participants from same organization).

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

To register, please contact Elizabeth Morin at (978) 623-0900 or emorin@shpclaw.com.

Schwartz Hannum PC also presents *Employment Law Boot Camp For Executives* and *Employment Law Boot Camp For Managers* at client facilities, tailoring it as requested with some or all of the above-listed topics in single or multi-day programs. For more information, please contact Mike Palladino at (978) 623-0900 or at mpalladino@shpclaw.com.