

Employment Law Boot Camp For Managers

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 Managers 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:

- Hiring And Firing Traps And Strategies
- Effectively Managing And Documenting Employee Performance
- Background Checks And Substance Abuse Testing For The Un-initiated
- Risk Factors That Cause Discrimination Claims
- Critical Employment Policies That Help Limit Liability And Exposure
- Limiting Exposure To A Wage And Hour Complaint
- Employee Rights And Responsibilities Related To Family, Medical And Other Leaves of Absence
- Employee Safety In Manufacturing And Non-Manufacturing Environments
- Harassment – It's Not Just About Sex Anymore
- How To Conduct An Investigation Of Employee Misconduct
- Employment, Severance, Non-Competition And Non-Disclosure Agreement Basics
- Union Avoidance For All Employers

Who should attend?

Human resources managers and all level of managers, from senior-level managers to front line supervisors.

Spring Registration Now Open

Location:

Schwartz Hannum PC
11 Chestnut Sreet
Andover, MA 01810

Spring, 2008 – Session I

8:30 a.m. to 11:30 a.m. on March 26,
April 2, 9, 16 and 23

Spring, 2008 – Session II

1:00 p.m. to 4:00 p.m. on May 1, 8, 15,
22 and 29

For each session, tuition is \$850 (\$750 per person for additional participants from same organization).

Registration is limited. There will be a maximum of 15 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.