

HUMAN RESOURCES

TRAINING CAMP



The Essentials of Employment Law and Human Resource Management

This in-depth three-day event delivers the fundamentals you need to sharpen your HR skills and minimize your risks of litigation. You'll also learn:

- Evaluate how employment law has changed and what the future holds.
- Have the opportunity to learn from the experiences of colleagues and instructors.
- Discover decision making skills that will help you avoid litigation.
- Recognize how to make HR's case to management using cutting edge metrics and benchmarking tools.
- Identify guidelines for interviewing, hiring, coaching, disciplining and discharging employees.
- Practical HR information to apply immediately back in the workplace.

Who Should Attend:

- Human Resource Professionals
- Human Resource Managers
- Corporate Counsel
- Personnel Managers

Also Included With Your Registration:



- FREE CD on “Employee Record Management – What to Keep, Purging Files and Avoiding Employment Litigation” (A \$199 Value)
- FREE CD on “Next Generation Benchmarking for Human Resources” (A \$199 Value)
- FREE CD on “Drug Testing in Today’s Workplace – The Do’s and Don’ts” (A \$199 Value)

EARN SPHR, PHR, & CEU CONTINUING EDUCATION CREDITS!*

Once you have completed the HR Training Camp, you will receive a Human Resources Training Camp Certificate of Completion. This program has been approved for 16 PHR and SPHR continuing education credits through the Human Resource Certification Institute (HRCI) and 1.6 CEUs through the International Association for Continuing Education and Training (IACET).



*CLE credits are also available upon request and subject to state approval.

INCREASE YOUR HUMAN RESOURCES KNOWLEDGE!
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PROGRAM AGENDA

*Schedule subject to change/All subjects will be covered.

DAY ONE:

8:30-9:00 *Continental Breakfast*

9:00-9:30 **Opening Remarks/Current Issues and Trends Impacting HR**

This opening session will address the current trends evolving in the human resources profession. We will explore the competencies required of successful HR practitioners today. Come share your organization's best practices as you discover whether your firm is leading or lagging in the profession.

9:30-10:30 **Legal Issues in Hiring**

This session will focus on legal issues in the hiring process, including introductory discussion of immigration documentation and wage and hour record keeping requirements.

10:30-10:45 *Break*

10:45-12:00 **Orientation and Employee Assimilation: How a Robust Employee Assimilation Process Contributes to Productivity and Employee Retention**

With the national unemployment rates at significantly lower levels than they have been in recent years, and with an aging employment population, retaining top talent has become a significant focus of all employers. Come learn how your peers and colleagues across the nation are launching targeted employee assimilation programs in order to optimize employee retention. This session will provide a brief overview of the evolution of best practices as they apply to the initiation of the employee life cycle.

12:00-1:15 *Lunch on your own*

1:15-2:30 **Substance Abuse and Workplace Violence**

One of the biggest trends in human resources today is the increasing need for the HR professional to address substance abuse and basic workplace security issues. These are critical areas of human resources which give the HR professional a vital role in the direction and welfare of an organization.

2:30-2:45 *Break*

2:45-3:45 **Fundamental Safety Issues for the HR Professional**

HR Professionals have a significant role to play in every organization's safety and health program. This session will cover the basic obligations every employer must meet to comply with OSHA laws. We will also cover what role HR professionals can play in an organization's safety and health compliance efforts.

3:45-4:45 **FLSA and Wage Hour Law**

This session will clarify one of the most confusing areas of employment law — the Fair Labor Standards Act. Participants will gain a clear, organized understanding of the distinctions between exempt and non-exempt workers, and the complex rules regarding overtime pay. This session will emphasize the importance of properly determining a worker's exempt status in order to hopefully avoid facing employment law's fastest growing type of claim.

DAY TWO:

8:00-9:00 **Continental Breakfast – Labor Law Update**

This session gives you the opportunity to catch up on the most recent developments in labor law.

9:00-9:15 *Break*

9:15-10:30 **Reductions in Force**

10:30-12:00 **Employee Retention: What do Employees Really Value?**

Whereas compensation and benefits are certainly a consideration regarding an employee's decision to both join and stay with an organization. They are not the most important factor. This session will explore research from The Great Places to Work Institute, the organization that selects the Top 100 Companies to Work for in America, as well as The Gallup Organization, as we identify those attributes of an organizational culture that employees truly value.

12:00-1:15 *Lunch on your own*

1:15-2:15 **Advanced Issues In The ADA and FMLA**

The ADA and the FMLA present unique challenges to the HR professional because of the difficulty in applying these laws to everyday situations. This session will provide participants with a clear, organized understanding of these two laws. Participants will also gain a better understanding of recent case law developments and how to apply those changes in their own workplaces.

2:15-2:30 *Break*

2:30-3:30 **Discrimination: Litigation and Claims Prevention**

This session goes beyond a basic outline of discrimination law. In this session you will learn the different types of discrimination claims, how those claims are being litigated, and, most importantly, what steps an employer can take to fortify itself against such claims. You will learn the three most important steps every employer should take to comply with discrimination law, how to respond to a discrimination claim before the EEOC or a state or local agency, and what steps can help your employer win critical discrimination litigation cases.

3:30-5:00 **Conducting Effective Workplace Investigations**

As an employer, you have an obligation to investigate any claim or act of discrimination, to include sexual harassment. Such investigation should take place whether you have known, or should have known about such behaviors. Come learn those considerations in conducting an effective investigation.



THE ESSENTIALS of EMPLOYMENT LAW and HUMAN RESOURCE MANAGEMENT

DAY THREE:

8:30-9:30 Continental Breakfast/Drafting Separation Agreements and Enforceable Non-Compete Agreements

Separation Agreements require special drafting consideration to avoid the cost of litigation and exposure for the very claims released in the agreements. This session will steer participants through the current laws and cases affecting these critical documents and prepare participants to draft better separation agreements. The session will also address non-compete, non-solicitation, and confidentiality obligations and agreements.

9:30-9:45 *Break*

9:45-11:00 Creating and Revising Your Employee Handbook
Your employee handbook is a crucial tool for conveying the principles, policies, procedures and benefits of employment within your organization. But if you fail to create or revise your handbook correctly, it becomes a strong weapon in the hands of a disgruntled employee. This session will identify basic considerations all HR professionals should keep in mind as they develop and update their handbooks.

11:00-12:00 Employment Law Update
This final session is a unique opportunity to catch up on the most critical developments in employment law in the past year.

12:00 *Course Adjourn*

FACULTY BIOS:

*Presenters subject to change.



Gregory S. Metzger Metzger & Associates

Greg Metzger is the Owner of Metzger & Associates, a full service law firm located in Louisville, Kentucky that serves primarily businesses in the areas of Labor and Employment matters, contract disputes, licensing and regulatory issues, real estate and zoning matters and risk management and insurance issues. Mr. Metzger started his firm in January 2008 and uses both his in-house counsel and private practice experience to provide quality legal services to his clients.

Prior to opening his firm, he worked as Operations Counsel for Atria Senior Living Group, Inc. ("Atria") from February 2004 to January 2008 and for Res-Care, Inc. ("Res-Care") from February 1998 to February 2004. Both Atria and Res-Care are national companies with operations in over 28 states. In his capacity as their Operations Counsel, Mr. Metzger handled a variety of legal matters for Atria and Res-Care but was primarily responsible for all Labor and Employment matters for the companies.



Elizabeth Gross HR Affiliates

Elizabeth L. Gross brings an effective combination of diverse Human Resource management experience and solid professional credentials with a strong focus on bottom-line results. Her 20 plus years of work experience spans both the private and public business sectors in healthcare, human services, high tech, telecommunications, education, and utilities. She has worked for and with modest start-ups and large multi-state and multi-national companies, understanding their unique Human Resource needs. Ms Gross caps off her extensive hands-on experience with an undergraduate degree in economics, a graduate degree in industrial relations, and a lifetime certification as a senior professional in human resources (SPHR).

For seven years Ms Gross owned and managed Resource Connections, providing Human Resource management consulting and on-site project support for a diverse client base. Major projects included financial and Human Resource software implementations with customized training; Human Resource field/corporate consulting on union organizing campaigns, performance management, and effective Human Resource practices; recruiting programs; and piloting an innovative management structure for a private education facility.

“Very comprehensive class. A must for HR professionals who want to support their business and its employees. Instructors did a great job spending 3 days with other HR professionals enabled a wealth of information to be shared.”

— HR Manager, Omega Engineering, Inc

“Great group of trainers; size of the group was great. Great questions asked, and good conversations continued after class time. Would come again in a NY minute!”

— PHR VP, Babbitt Bearings, Inc.

“Best HR training I have received to date. Cannot wait to share this information with my staff and put in place corrective measures.”

— HR Administrator, Essex Newark Legal Services

“Excellent mix of experience and legal expertise. Very beneficial!”

— Dir. Maintenance Processes, Union Pacific Railroad

“The conference was very reassuring and informative. Speakers could not have been better able to hold my attention. Best training session I've attended.”

— HR Manager, Stanley Furniture