



## SEMINAR SERIES

# Program Agenda

### 8:30 Employment Law 101: Understanding Your Legal Obligations

In this session, supervisors will obtain a high-level understanding of state and federal labor and employment laws. This course sets the foundation for leaders to understand the organization's legal obligations as employers, enables them to recognize potential labor-related issues, and make better decisions that will reduce potential liability for the organization.

### 10:00 Employment Law 102: Most Common Employer Mistakes that Create Liability

During this presentation, we build on the foundation set in Employment Law 101 by discussing the most common mistakes that employers make that create potential liability. We will discuss the most commonly filed discrimination claims, reasonable accommodations, medical leave under the FMLA and ADA, as well as how these areas interplay with managing a workers' compensation claim. We will also cover the most common wage and hour issues, such as timekeeping violations, misclassifying employees as independent contractors, white-collar exemptions, and specific partial-exemption rules for law enforcement.

### REFRESHMENT BREAK

### 11:00 Improving Culture

After discussing the importance of a positive workplace culture in improving employee engagement, retention, and performance, employers usually say, "Sounds great! How do we do that?" In this presentation, we outline tools leaders can use to influence workplace culture and align their actions with their desired culture. We will also discuss implementing these strategies, monitoring progress, and protecting your culture from toxic influences.

### COMPLIMENTARY LUNCH BUFFET PROVIDED ON SITE

### 1:00 Performance Coaching

Many managers share that they spend the majority of their time dealing with the performance problems of a small number of employees. Rather than proactively leading, coaching, and developing all of their employees, these managers often wait until problems arise from a few before addressing technical performance and behavior issues. In this session, we give leaders the tools they need to be more proactive and intentional about managing employee performance. Specifically, managers will learn how to provide clear expectations and give frequent feedback directly and respectfully. This approach aims not only to improve every employee's performance but also maintains a positive relationship with the supervisor and workplace culture.

### REFRESHMENT BREAK

### 2:30 Discipline and Discharge

Inevitably, there will come a time when a manager needs to address serious performance and behavioral problems. This presentation provides practical guidance and examples to systematically walk through the progressive discipline scheme; how to make the disciplinary process reasonable, fair, and consistent; and how to end an employment relationship lawfully and respectfully to mitigate the risk of a legal claim.

### 4:00 Adjourn

*NIRMA intends to submit this program for approval of MCLE hours and other available professional continuing education credits.*