



Spencer Fane Employment Training Classes

The Employment Training Classes are designed to help supervisors, HR professionals, and C-Suite executives:

- Comply with government regulations
- Avoid potential employee issues
- Address issues when they arise

	Date	Time	Cost
For Supervisors			
1. Sexual Harassment	■ March 29 ■ May 15	■ 9:00 am - 11:00 am ■ 1:00 pm - 3:00 pm	\$150
2. Supervisor 101	■ April 17 ■ September 20	■ 9:00 am - 12:00 pm ■ 1:00 pm - 4:00 pm	\$165
3. Advanced Supervisor Training	■ June 21 ■ October 2	■ 1:00 pm - 4:00 pm ■ 9:00 am - 12:00 pm	\$165
4. Supervising With Your Strengths	■ August 9 ■ November 13	■ 12:30 pm - 4:30 pm ■ 8:30 am - 12:30 pm	\$179
For Human Resources Professionals			
1. Basic Legal Issues for HR Professionals	■ April 3 ■ August 7	■ 8:30 am - 12:30 pm ■ 12:30 pm - 4:30 pm	\$179
2. Investigating Employee Complaints	■ May 8 ■ September 11	■ 9:00 am - 12:00 pm ■ 1:00 pm - 4:00 pm	\$165
3. Advanced FMLA/ADA Issues	■ July 17 ■ November 6	■ 9:00 am - 12:00 pm ■ 1:00 pm - 4:00 pm	\$165
For C-Suite Executives, Owners, and General Managers			
1. Understanding How Human Resources Professionals Can Reduce Your Company's Potential for Legal Liability	■ April 10	■ 8:00 am - 10:00 am	\$150

All classes will be held at Spencer Fane: 2144 E. Republic Road, Suite B300, Springfield, MO 65804.



Class Details

For Supervisors

Sexual Harassment

This course is designed to provide supervisors with guidance on how to recognize and properly address allegations of inappropriate sexual conduct. We will discuss the difference between inappropriate conduct and unlawful harassment and how to address both. We will also address supervisors' obligations and the potential liability that a supervisor's action or inaction could create.

Supervisor 101

This course is designed to provide new supervisors with the basic information they need to know regarding employment laws, their legal obligations as a supervisor, and the best practices for handling employee issues. We will discuss the basics of Title VII, the Missouri Human Rights Act, Family Medical Leave Act, the Americans with Disabilities Act, the Fair Labor Standards Act, the Age Discrimination in Employment Act, and other applicable laws. We will also discuss supervisor obligations and best practices to handle employee complaints regarding discrimination, harassment, and retaliation as well as every day performance issues.

Advanced Supervisor Training

This course is designed to provide experienced supervisors, executive level employees, and business leaders with a refresher on current employment laws and best practices related to performance management. The best practices discussion will cover, among other things, a detailed discussion of proper documentation, the importance of performance reviews, and hypothetical discussions regarding how to handle specific employee complaints. We will also discuss what steps a supervisor can take to put the company in the best defensible position if a lawsuit is filed.

Supervising With Your Strengths

The cost of bad management is high! This course is designed to equip supervisors at all levels of their career to manage more effectively from their strengths. Led by Gallup-Certified Strengths Coach, Caitlin Kisee, supervisors will explore how their unique patterns of thought, feeling and behavior affect the way they communicate, motivate others, hold others accountable and build trust with subordinates. This session will outline the four basic needs of followers and how to most effectively lead from your strengths while managing your weaknesses. Participants will receive a copy of **Strengths Based Leadership**, which includes an access code to take the CliftonStrengths online assessment.

For HR Professionals

Basic Legal Issues for HR Professionals

This course will be broken down into two parts. The first three hours will provide new Human Resources professionals, or employees who provide Human Resources support as a secondary duty, with the basic knowledge regarding employment laws, legal requirements, and best practices. This session will cover:

- Employment laws (including, but not limited to Title VII, the Missouri Human Rights Act, Family Medical Leave Act, the Americans with Disabilities Act, the Fair Labor Standards Act, and the Age Discrimination in Employment Act)
- Best practices for handling requests for accommodations under the Americans with Disabilities Act
- Implementing and improving upon performance management systems
- Employment practices where we, as employment counsel, see the most frequent risk and best practices to mitigate that risk

The final optional hour will focus on the basics of FMLA. This optional hour is recommended for any attendee whose company has 50 or more employees, or is approaching 50 employees.

Investigating Employee Complaints

This course is designed to provide Human Resources professionals an in-depth look at best practices for conducting an investigation of employee complaints. We will also analyze a hypothetical investigation from start to finish to identify potential weaknesses in the investigation and areas for improvement. Finally, we will discuss best practices for handling employee complaints that arise during a termination or resignation meeting or after the employee has separated employment.

Advanced FMLA/ADA Training

This course is designed to provide Human Resources professionals with an in-depth look at the overlap between the Family Medical Leave Act, the Americans with Disabilities Act, and workers' compensation laws and how to manage claims that invoke all three laws. We will also cover frequent issues encountered when administering FMLA leave, such as obtaining sufficient medical certification and recertification.

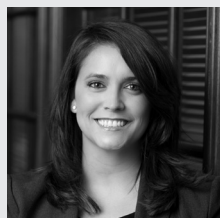


For C-Suite Executives, Owners, General Managers

Understanding How Human Resources Professionals Can Reduce Your Company's Potential for Legal Liability

This course will discuss the overall status of employment laws at a state and federal level, the impact that an employment lawsuit can have on a company's bottom line and reputation, and how to reduce the potential for such lawsuits. We will discuss the role that Executives play in implementing successful preventative measures and the benefit of allocating resources to preventative measures on the front end. Finally, we will discuss the recommended approach for assessing the risks associated with a Charge of Discrimination or employment lawsuit when it is filed and developing a strategy to respond to the allegations.

For questions regarding the program, contact:



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SpencerFane®

Elizabeth collaborates with employers to (1) develop a culture aimed at preventing employee issues; (2) address employee issues in a manner that will reduce the potential for employment-related litigation; and (3) implement practices and policies that will put employers in the best defensible position if they do encounter employment-related litigation. She focuses her practice on five primary areas.

The first area is assisting employers with preparing and implementing sound practices, procedures, and agreements. This can include drafting policies, providing a legal review of an already existing handbook, drafting employment agreements and separation agreements, and drafting non-compete/non-disclosure agreements.

The second area is conducting employee training. Elizabeth develops and conducts training for both supervisors and non-supervisory employees on a variety of topics such as harassment, discrimination, FMLA and ADA.

The third area is advising Human Resources representatives on day-to-day situations. Examples include: FMLA issues, ADA accommodations, difficult terminations, affirmative action obligations, wage and hour issues, and discrimination and harassment issues.

The fourth area is conducting audits and investigations. This includes conducting Fair Labor Standards Act audits, investigations of employee complaints, and affirmative action audits.

The fifth area is managing litigation when it arises. Elizabeth assists with investigating and defending Charges of Discrimination, responding to demand letters, assessing the legal strength of a claim or potential claim, and managing the work in a lawsuit.

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