



Spencer Fane Employment Training Classes - Joplin

The Employment Training Classes are designed to help supervisors and HR professionals:

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

Cost: \$150 | **Register online:** bit.ly/JoplinEmploymentTraining

Advanced HR Professional Training | September 18, 2018 | 10am - 12:30pm

This training session is designed for an experienced HR professional. This is a 3 hour presentation that will cover the issues that Labor and Employment counsel receive the most questions about from HR Professionals. These issues will include, but will not be limited to, advanced FMLA concepts, advanced analysis of the interactive process under the ADA, an analysis of trends in discrimination and harassment claims, and a discussion regarding best practices. This session is intended to be a classroom-style session where discussion among attendees and the presenter regarding frequently encountered issues is encouraged.

Supervisor 101 | September 18, 2018 | 1:30pm - 4pm

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.

Both classes will be held at the Joplin Public Library: 1901 East 20th St. Joplin, MO 64804



Contact Us

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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