



# 2019 Spencer Fane Employment Training Classes

Springfield classes will be held at Spencer Fane: 2144 E. Republic Road, Suite B300, Springfield, MO 65804  
 Joplin classes will be held at the Joplin Public Library: 1901 East 20th Street, Joplin, MO 64804

Register online: [bit.ly/2019SFEmploymentTraining](http://bit.ly/2019SFEmploymentTraining)

Springfield Class Schedule	Date	Time	Cost
A Manager's Guide to Transitioning from a Skilled Employee to an Effective Manager	<ul style="list-style-type: none"> <li>■ February 12</li> <li>■ November 12</li> </ul>	<ul style="list-style-type: none"> <li>■ 9:00 am - 11:30 am</li> <li>■ 9:00 am - 11:30 am</li> </ul>	\$168
A Manager's Guide to Coaching, Communicating, and Resolving Conflict	<ul style="list-style-type: none"> <li>■ May 21</li> </ul>	<ul style="list-style-type: none"> <li>■ 9:00 am - 11:30 am</li> </ul>	\$168
Supervising with Your Strengths	<ul style="list-style-type: none"> <li>■ September 10</li> </ul>	<ul style="list-style-type: none"> <li>■ 8:30 am - 12:30 pm</li> </ul>	\$187
HR Toolbox: Implementing Practices to Improve Civility in the Workplace*	<ul style="list-style-type: none"> <li>■ February 19</li> <li>■ October 23</li> </ul>	<ul style="list-style-type: none"> <li>■ 7:30 am - 10:00 am</li> <li>■ 7:30 am - 10:00 am</li> </ul>	\$168
HR Toolbox: Approaching ADA Accommodations in a Practical and Legally Compliant Way*	<ul style="list-style-type: none"> <li>■ April 23</li> </ul>	<ul style="list-style-type: none"> <li>■ 7:30 am - 10:00 am</li> </ul>	\$168
HR Toolbox: Reducing Abuse of FMLA in the Workplace*	<ul style="list-style-type: none"> <li>■ August 6</li> </ul>	<ul style="list-style-type: none"> <li>■ 7:30 am - 10:00 am</li> </ul>	\$168
What Small Businesses Need to Know About Reducing Potential HR Issues	<ul style="list-style-type: none"> <li>■ July 23</li> </ul>	<ul style="list-style-type: none"> <li>■ 9:00 am - 11:30 am</li> </ul>	\$168

Joplin Class Schedule	Date	Time	Cost
A Manager's Guide to Transitioning from a Skilled Employee to an Effective Manager	<ul style="list-style-type: none"> <li>■ March 28</li> </ul>	<ul style="list-style-type: none"> <li>■ 10:00 am - 12:30 pm</li> </ul>	\$168
A Manager's Guide to Coaching, Communicating, and Resolving Conflict	<ul style="list-style-type: none"> <li>■ June 20</li> </ul>	<ul style="list-style-type: none"> <li>■ 10:00 am - 12:30 pm</li> </ul>	\$168
HR Toolbox: Implementing Practices to Improve Civility in the Workplace*	<ul style="list-style-type: none"> <li>■ March 28</li> </ul>	<ul style="list-style-type: none"> <li>■ 1:30 pm - 4:00 pm</li> </ul>	\$168
What Small Businesses Need to Know About Reducing Potential HR Issues	<ul style="list-style-type: none"> <li>■ June 20</li> </ul>	<ul style="list-style-type: none"> <li>■ 1:30 pm - 4:00 pm</li> </ul>	\$168

All classes are 2.5 hours long and \$168 per class except for Supervising with Your Strengths. Supervising with Your Strengths is 4 hours long and costs \$187.

*\*Eligible for HRCI and SHRM general credits.*



# Class Details

## **A Manager's Guide to Transitioning from a Skilled Employee to an Effective Manager**

We often see employers promote employees who are great at their jobs into management without providing the necessary tools to be a successful manager. This class is designed to provide guidance on the basic legal concepts that managers need to be aware of as well as some tips on transitioning into a management role.

## **A Manager's Guide to Coaching, Communicating, and Resolving Conflict**

This class is designed to assist managers with developing the necessary skills to: (1) set clear expectations for their employees; (2) consistently hold employees accountable; (3) communicate with employees in an effective manner; (4) properly document employee issues; and (5) resolve conflict among team members in a productive way. We will provide specific guidance on the above items with an eye on how these items can also reduce an organization's potential for employment litigation.

## **HR Toolbox: Implementing Practices to Improve Civility in the Workplace**

Many HR Professionals continue to encounter an overall issue of conflicts in the workplace. Some of these issues may rise to the level of unlawful harassment or discrimination. However, many times, the day-to-day conflicts deal more with "inappropriate" conduct than "unlawful" conduct. This class will focus on practices that HR Professionals can implement in their workforces to improve the overall civility of the workplace and, in turn, reduce the potential for employee complaints.

## **HR Toolbox: Approaching ADA Accommodations in a Practical and Legally Compliant Way**

Accommodating ADA issues is becoming more and more complicated for HR professionals. In this class, we will walk through several scenarios of ADA accommodation requests to discuss the issues that arise during the interactive process, how to properly document the interactive process, and the recommended process for determining if an accommodation is reasonable or if a reasonable accommodation is an undue hardship.

## **HR Toolbox: Reducing Abuse of FMLA in the Workplace**

FMLA abuse is one of the issues that tends to frustrate HR professionals the most. In this hands-on class, we will walk through examples of scenarios and discuss tools that employers can utilize to protect against FMLA abuse such as: (1) manager training; (2) requiring sufficient and complete certifications; (3) using second and third opinions; (4) using recertifications appropriately; and (5) recommended policies.

## **What Small Businesses Need to Know About Reducing Potential HR Issues**

Most small businesses have employees who wear multiple hats. For instance, the business owner fills the role of Payroll, HR, Manager, Lead Sales Person, and Administrative Assistant. In these situations, the person that ends up being assigned the task of HR many times has little HR experience and is required to "wing it." This class is designed to provide the basic overview of what employment laws apply to small businesses, the recommended core policies for small businesses, and recommended best practices for implementing a strong HR strategy to support future growth. This class is intended to target employers that range from 1 employee to 49 employees.

## **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 Kissee, 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.

**Register online:** [bit.ly/2019SFEmploymentTraining](https://bit.ly/2019SFEmploymentTraining)



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For questions regarding the program, contact:



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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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