



# 2020 Spencer Fane Employment Training Classes

Classes will be held as a webinar - Connection details to follow.

Register online: <http://bit.ly/2020employmenttraining>

Class Schedule	Date	Time	Cost
A Manager's Guide to Transitioning from a Skilled Employee to an Effective Manager	■ March 24	■ 9:00 am - 11:30 am	\$168
HR Toolbox: Approaching ADA Accommodations in a Practical and Legally Compliant Way*	■ April 28	■ 9:00 am - 11:30 am	\$168
HR Toolbox: Implementing Practices to Improve Civility in the Workplace*	■ May 21	■ 9:00 am - 11:30 am	\$168
A Manager's Guide to Coaching, Communicating, and Resolving Conflict	■ June 2	■ 9:00 am - 11:30 am	\$168

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

## 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.

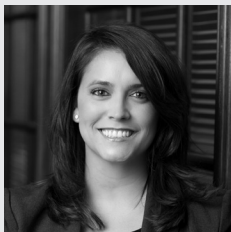
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## HR Toolbox: Approaching ADA Accommodations in a Practical and Legally Compliant Way

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.

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For questions regarding the program, contact:



**Elizabeth Wente**

Partner  
Spencer Fane LLP  
2144 E. Republic Road, Suite B300  
Springfield, MO 65804  
417.888.1038  
[ewente@spencerfane.com](mailto:ewente@spencerfane.com)

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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