

LMVT Effective Supervisor[®] Training 2018



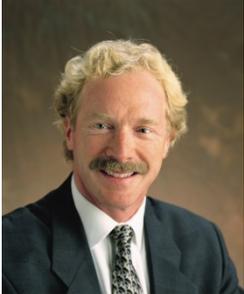
**LEHR MIDDLEBROOKS
VREELAND & THOMPSON, P.C.**

LABOR • EMPLOYMENT • BENEFITS

Your Workplace Is Our Work.[®]

The Effective Supervisor®

Your Presenters for This Program



Richard Lehr is a founding partner of the firm, representing employers from the north slope of Alaska to south Florida regarding workplace issues and problem prevention strategies. He is Vice-Chair of the Manufacture Alabama Workforce Development Committee, a member of the Executive Committee of the Worklaw Network and the author of several books and articles regarding employment issues.



Whitney R. Brown is a partner with the firm, representing employers in discrimination and leave-related suits, and also counseling them in making employment decisions which present a risk of litigation. Whitney has recently been named a "Rising Star" among Birmingham employment lawyers by *Super Lawyers* and *Birmingham Magazine*.

The Effective Supervisor® Seminar

The key to avoiding employment litigation is simple: training. The best, most-carefully written policies provide no protection to an employer when its supervisors don't know the policies or don't understand them. As EEOC's Regional Attorney William R. Tamayo noted: "We continue to see at the EEOC a failure of companies to train their supervisors in what actions or omissions can expose the company to liability." Since Mr. Tamayo made that statement, workplace laws and leaves have grown only more complex. It is no longer sufficient to depend on good manners; today's supervisors need superb training to increase their effectiveness and avoid violating employment laws.

Our information-packed, full-day program provides supervisors with a fundamental understanding of the law and employer rights. We'll discuss recent changes to workplace laws and focus on the "growth" areas of increased EEOC enforcement and employment litigation, like disability claims and medical leave. We give supervisors the tools to recognize and respond to situations that could develop into administrative or legal claims. We'll go beyond the legalese and discuss effective leadership and communication skills so that supervisors feel comfortable handling difficult situations and can speak confidently and compassionately when addressing tough issues like diversity in the workplace, changes in procedures, and employee medical issues.

Who Should Attend?

Our EFFECTIVE SUPERVISOR® presentations are prepared especially for front-line supervisors, managers, as well as HR professionals and small business executives who regularly weigh in on employee relations issues. We cover the full spectrum of the employment relationship: from effective interviewing and hiring, to comprehensive documentation and disciplinary responses, to termination.

We also cover sticky situations – like employee requests for accommodation or complaints about co-workers and management – where the supervisor's first response can be the key to avoiding litigation or a union campaign. This interactive program will focus on employer rights – what you can and should do in order to manage your workforce in an effective, positive, and legal manner.

Informative and Relevant Topics

Attendees of The EFFECTIVE SUPERVISOR® seminar will receive relevant and timely information for all phases of the employment relationship, from hiring to evaluations to discipline to termination. The topics covered include:

- Engaging your workforce
- The employment law basics
- Putting a stop to harassment, bullying, and other bad behavior
- Managing through #MeToo movement
- Upholding standards while managing employees with medical issues
- Responding to employee complaints
- Conducting an investigation on any issue
- Communicating to build credibility
- Documentation that gets respect and results
- Ending the employment relationship

Spring Seminar Dates

April 10, 2018	Decatur - City of Decatur Fire and Police Training Center	8:30 a.m. – 4:00 p.m.
April 12, 2018	Montgomery – Hampton Inn	8:30 a.m. – 4:00 p.m.

Registration Fee

# of Attendees	Cost Per Person
1-2	\$195
3-9	\$175
10 or More	\$150



*The use of the HRCI seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.

The Effective Supervisor®

Principles of Effective Leadership

- Building a culture of success.
- Building a culture of engagement.
- Communicating and leading through times of change.

A Supervisor's Guide to Employment Laws

- Rights employees think they have (but they don't).
- Employment at will and its exceptions.
- Anti-discrimination law: "Equal opportunity employer" doesn't mean you must treat all employees the same...so what does it mean and who does it cover?
- Religious accommodations: What is required and what is not.
- The rest (or most of them): National Labor Relations Act for union and non-union employers; Fair Labor Standards Act; Family Medical Leave Act.
- Anti-retaliation law: Turning a molehill of a frivolous complaint into a gold mine for a plaintiff's attorney.
- Technology in and around the workplace: Addressing concerns about social media, recording devices, and electronic property.

Harassment, Bullying, Violence: A Supervisor's Role and Responsibilities

- Drawing the line between irritating and illegal.
- Managing in the #MeToo movement.
- Resolving employee conflict.
- Practice to prevent workplace violence.

Medical Matters Matter

- Disability accommodations: the safe question that will help you determine if an employee needs a disability accommodation and creating those accommodations.
- Pregnancy accommodations: are they required, and, if so, in what circumstances?
- Why you should love the Family Medical Leave Act.
- Workers' compensation issues
- Managing employees who are receiving accommodations or leave.

Successful Hiring and Interviewing

- The best questions to ask, the legal questions to ask, and winning over the best candidate.

Managing Employee Performance and Conduct

- Great Documentation: Writing that gets responses from subordinates, appreciation from Human Resources and your boss, and deference from employment agencies, judges, and juries.
- Performance Evaluations: Exhibit A, but whose?
- Investigations: Organizing and documenting he-said/she-said situations.
- Discipline: Teach or punish?

Ending the Employment Relationship

- Handling resignations, terminations, and reductions in force.

Questions and Answers

- Clearing up confusion and returning to topics of the most significance to our attendees.



Registration for The Effective Supervisor®

Send Completed Registration Form with Your Check to:

Lehr Middlebrooks Vreeland & Thompson, P.C.
Attn: Alana Ford, P.O. Box 11945, Birmingham, AL 35202-1945

**Register with a credit card by visiting us online at www.lehrmiddlebrooks.com
or by phone by calling Alana Ford at (205) 323-9271.**

Registrant(s)

Program Location and Date

Company Name, Contact Person, and Phone No.: _____

Enclosed please find payment in the amount of \$ _____.

Substitution Policy: You are welcome to substitute attendees; however, we ask that you please notify us in advance.

Cancellation Policy: For a full refund, notice of cancellation must be received five days before the program. Any cancellation received 24 hours before the program will result in a 50% refund. Cancellations or "no shows" on the date of the program will not be eligible for a refund. You may attend the program at any other location if you cannot attend at your scheduled location.

***LMVT's In-House Training Programs**

Do you want to bring all of your supervisors up to speed? Our programs address a wide range of diverse topics that are relevant to today's workplace and can be customized to suit your needs, focusing on YOUR COMPANY's handbooks, policies, and practices. For additional information, please visit our website (www.lehrmiddlebrooks.com) or contact Whitney Brown at (205) 323-9274.



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