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SUPERVISORY SURVIVABILITY IN EMPLOYMENT LAW **(What Every Supervisor Needs to Know)**

Presented by Bob Gregg

This program on fundamental supervisory practices focuses on identifying employment problems and how to solve them before they result in a discharge and liability. Emphasis is placed on practical techniques to use within the legal framework of employment laws, contracts, Just Cause and how to document so that corrective discipline or discharge will stand up to challenge.

Learn About:

- The legal framework supervisors operate within and how to avoid going “over the edge.”
- How to identify and address work-related issues before they generate liability.
- How to solve problems by understanding the employment law basics.
- Easy-to-understand principles to guide you in the variety of ever changing workplace situations: disability, privacy, confidentiality, observation of employees, approaching difficult situations.
- The principles of fair discipline and documentation so you can take a stand on your decisions and withstand challenges. The do's and don'ts of documentation and the documentation checklist.

The Human Resources Director's Friend. This program will assist HR staff. It educates busy managers and supervisors on the importance of paying attention to, and working with, Human Resources. It teaches them how to do so!

1. Understand the major laws affecting employment.
2. Learn about the growing area of personal liability for managers – clearly understand the importance of communicating with HR from the beginning of a problem.
3. Understand the legal framework in which supervisors must act when dealing with an employee's personal issues which are having a job-related effect. FMLA, disability, confidentiality, privacy (the growth in personal liability).
4. Understand the “do's and don'ts” of addressing job-related problem areas. When to take a step back and call HR. How not to document.
5. Understand the manager's duty of care to prevent harassment and bullying and learn the elements of an effective respectful workplace process.
6. Understand the concepts of just cause and know the elements of effective discipline, and the discipline checklist.
7. Learn the Qualified Privilege, your “shot of immunity” for decision making.

Comprehensive Materials. This series comes with a comprehensive set of materials which provide ongoing guidance on supervision later encounter situations covered in the program.

Session 1:

The Legal Framework and Most Common Problem Areas

- I. Introduction
 - a. Employment Laws
 - b. The Grown in Personal Liability
- II. Case Studies of Difficult Employment Situations
 - a. Limits of Intervention: Work Relatedness; Consistency
 - b. Types of Reasonable Accommodation and the EEO Mandated Process
 - c. Approaching Problems and Difficult Conversations
 - d. Golden Rules for Handling Frustrating Situations
- III. Special Issues
 - a. Confidentiality
 - b. Privacy
 - c. FMLA

Session 2:

Manager's Duty of Care for the Respectful Workplace (Harassment, Bullying, Abusive Behavior)

- I. The Importance of a Respectful Workplace
 - a. Definitions and Laws Covering Harassment, Bullying, Abusive Behavior
 - b. Manager's Personal Liability for Negligent Supervision and Ineffective Action
- II. The Six Elements of the Duty of Care
 - a. Understanding Each Person's Rights and Obligations Under the Law
 - b. Recognizing and Acting to Properly Address the Various Issues
- III. Resolutions, Follow-up and Preventing Retaliation

Session 3:

Fair and Defensible Action

- I. Do's and Don'ts of Discipline
 - a. Just Cause and Misconduct
 - b. Types of Discipline and the Necessary Documentation Elements of Each Type
 - c. Implementing Fair Discipline
- II. The Qualified Privilege
- III. The Discipline Checklist
- IV. Common Documenting Errors

About the Presenter: Bob Gregg is co-chair of the Labor & Employment Practice Group at Boardman & Clark LLP in Madison, Wisconsin. He is an employment relations attorney with over 30 years of legal, speaking and training experience. Bob litigates employment cases, representing employers in all areas of employment law. His main emphasis is helping employers achieve enhanced productivity, creating positive work environments, and resolving employment

problems before they generate lawsuits. Bob has conducted over 3,000 seminars throughout the United States and authored numerous articles on practical employment issues. He is a nationally recognized authority on workplace issues.

Bob's dynamic and engaging presentations turn legal concepts into easily understood practical advice that any organization can apply to positively take control before the situation controls you. Bob is a member of the Society for Human Resource Management, the National Speakers Association, a National Faculty Member of the American Association for Access, Equity & Diversity and served on the Board of Directors for the Department of Defense Equal Opportunity Management Institute Foundation.

Bob has authored numerous articles on practical employment issues. His career has included canoe guide, carpenter, laborer, social worker, educator, business owner, Equal Employment Opportunity officer, and employment relations attorney. He has the background to address a wide range of employment issues in a straightforward, easy-to-understand style. His audiences range from factory workers to company executives.

Using humor and anecdotes drawn from personal experience, he simplifies and illustrates even the most complex employment issues in layman's terms. His seminars bring a positive, practical, "hands-on" approach to create and maintain an effective work environment. Bob Gregg is committed to help employers succeed, identify problems, avoid litigation, and implement good employment practices.