

EMPLOYMENT MATTERS

JUNE 2021 OFFERINGS

June 2	June 3	June 8	June 9	June 10
Employment Law: Issue Spotting	Leading Without Authority	I-9 Basics	Equity, Inclusion & Diversity in the Workplace	Performance Documentation Fundamentals
An understanding of key employment laws is essential for managers/supervisors, especially because their knowledge and actions may be imputed to the organization.	Having a leadership role and little authority can create a frustrating dynamic. This class will offer a chance to identify the opportunities to better influence, as well as how to leverage personal relationships.	This session covers proper completion and correction for the I-9, acceptable documents, retention, and best practices. The E-Verify process and potential penalties for non-compliance will also be discussed.	Examine the behaviors that increase inclusion and those that may make individuals feel excluded. Create more engagement through intentional involvement of all employees.	Proper documentation can deflect liability, while poor documentation may do the opposite. Practice drafting impactful documentation as part of this interactive training.
8:30-3:30 \$245	8:30-3:30 \$270	8:30-12:30 \$185	8:30-12:30 \$185	8:30-12:30 \$185
June 16	June 16	June 17 & 18	June 22 & 23	June 24
Time Management: Mastering Multiple Priorities	Workplace Investigations	Emotional Intelligence Skills	Building Radically Collaborative Relationships	Developing an Equity, Inclusion, and Diversity Plan
Explore best practices and skills that emphasize priorities, organization, and staying on task. Redesign your day so you can restore balance in your life and leave with the tools to make time for what is most important.	This session provides strategies and methodologies for conducting prompt, impartial and thorough workplace investigations.	This results-oriented session will provide practical tools to enhance one's capability in each of the four EQ competencies. Apply that knowledge at a personal, team and organizational level.	Learn how to defuse defensiveness through Interest Based Negotiations. IBN is a straightforward method for navigating through complicated conflict and arriving at solutions that consider individual needs.	Training alone is not enough to drive a successful inclusion plan. Spend the day learning about the key components that increase the odds of successfully implementing an inclusion plan.
8:30-4:00 \$245	8:30-3:30 \$245	8:30-3:30 460	8:30-3:30 \$595	8:30-3:30 \$245