

Register Now for Amundsen Davis's 2024 Leadership & Management Certification Training Series this Fall

Labor & Employment Law Update

on July 16, 2024

Cultivate a thriving culture and drive your business to new heights by transforming your managers into dynamic leaders. Amundsen Davis's Leadership & Management Training Series is perfectly crafted for ambitious **mid to senior-level managers** from any sector to thrive. Join us this fall for our virtual series meant to help future leaders learn the ins and outs of compliance and management, whether you are developing policies, recruiting new talent, or handling employee issues.

This comprehensive program is a gateway to:

- Mastering essential leadership qualities
- Accelerating personal and professional growth
- Confidently navigating the intricate world of labor laws

Cost

\$550 for all 5 live sessions + add-on diversity training video + Certificate of Completion + on-demand access for six months OR

\$150 for your choice of individual live session + on-demand access to that session for six months

*Refunds: Cancellations made at least 48 hours prior to the start of the program session will be refunded.

2024 SESSIONS AND DATES (ALL LIVE SESSIONS FROM NOON - 2 PM CST)

SESSION 1: RECRUITING AND ONBOARDING EMPLOYEES | SEPTEMBER 11

Presenters: Beverly Alfon and Kim Morgan

Proper and meaningful employee onboarding is essential. Learn best practices for effective hiring and initial onboarding to help diminish problems down the road. Interviewing, background and reference checks, as well as actual new hire onboarding and integration practices will be discussed.

SESSION 2: HOW TO EFFECTIVELY AND LAWFULLY COMMUNICATE WITH YOUR EMPLOYEES | SEPTEMBER 25

Presenters: Jeff Risch and Sara Zorich

Communication is key to avoiding employee issues. Knowing what to say and what not to say, and when to do so, is critical in today's workplace. During this training we will discuss how to effectively communicate workplace rules, policies and procedures, as well as job expectations and performance improvement plans. Employee handbooks, job descriptions and the effective use of internal email communications will also be addressed.

SESSION 3: IMPLEMENTING NEW TECHNOLOGY IN THE WORKPLACE | OCTOBER 9

Presenters: Mike Bendel and John Ochoa

Technology helps businesses streamline processes and save time, but it can also lead to headaches. From the storage and collection of employee data, to the intellectual property concerns over products generated through AI, there are multiple issues managers need to consider when their teams are using technology. Join us as we discuss how to manage the use of technology and implement processes that will keep data safe, avoid intellectual property issues and ensure best practices when you have employees working remotely.

SESSION 4: CONDUCTING WORKPLACE INVESTIGATIONS AND DOCUMENTING EMPLOYEE ISSUES | OCTOBER 23

Presenters: Heather Bailey and Peter Hansen

Join us for a training on how to document employee issues and conduct meaningful workplace investigations. Documenting employee issues (that are favorable or adverse) is vital. Managers need to be up to speed on the proper tactics to document issues or conduct an investigation. Learn how to develop

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and implement employee performance improvement plans and how to help your employees be successful.

SESSION 5: CONFLICT RESOLUTION I NOVEMBER 6

Presenters: Julie Proscia and John Hayes

During this training attendees will learn how to successfully resolve conflicts in the workplace. We will discuss tips and best practices for conflict resolution that will help mitigate risk and prevent future disputes.

ADD-ON: LEADING INCLUSIVELY & CULTURAL COMPETENCY IN THE WORKPLACE

In today's competitive market, creating and maintaining an inclusive and diverse workplace is essential to recruiting top talent and achieving organizational excellence. This training focuses on giving managers and supervisors the tools they need to create an inclusive workplace, boost employee performance, and unlock creativity. During this pre-recorded session we will discuss unconscious and implicit bias, cultural awareness and belonging, how to address harassment and microaggressions and more. **Please note this training will be available only as an on-demand video.**

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