

# Amundsen Davis's Leadership & Management 2024 Certification Training Series

Event

Webcast

September - November 2024

Event Sponsor: Amundsen Davis, Professional Leadership Training Series

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.

This comprehensive program is a gateway to:

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

## 2024 SESSIONS

### Session 1: Recruiting and Onboarding Employees

**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

**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.

## PROFESSIONALS

Beverly P. Alfon  
Partner

Heather A. Bailey  
Partner

Michael J. Bendel  
Partner

Peter E. Hansen  
Partner

John R. Hayes  
Partner

Kim Morgan  
Legal Recruiting Manager

John Ochoa  
Partner

Julie A. Proscia  
Partner

Jeffrey A. Risch  
Partner

Sara Zorich  
Partner

## RELATED SERVICES

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Employee Benefits, Executive Compensation & Tax

Employment Advice & Counsel

Employment Litigation

Equal Pay Compliance

Government Regulation, Audit & Compliance

## Session 3: Implementing New Technology in the Workplace

### **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

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

## Session 5: Conflict Resolution

### **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.

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- Workplace Investigations