

LEGAL PITFALLS TO AVOID FOR MANAGERS & SUPERVISORS

Program Description

When we bring this session to your workplace, we will work with you to customize this program and will use your company's performance review and discipline forms in the training. We are also able to provide you with feedback about your forms and processes and can work with you to make any changes necessary.

Overview:

In today's workplace, one in five supervisors or managers can expect to be named in some form of employment-related charge or litigation. Often, these employment-related claims result in employer liability as well as substantial legal expense. It may not be possible to eliminate all potential employment litigation; however, all managers and supervisors can take steps to reduce legal exposure. In this session, we'll overview the important things for managers and supervisors to know about the legality of: employee appraisals, documentation, discipline/termination, interviews, and employee privacy.

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Objectives:

In this interactive session, we will cover how to:

- Deal confidently, fairly, consistently, and decisively with unacceptable employee conduct or performance
- Maintain airtight documentation of interviews, warnings, and disciplinary actions (including how to avoid documentation errors that expose you and the organization to increased legal liability)
- Lawfully interview & select job applicants
- Conduct legally sound performance appraisals
- Protect employee privacy rights and prevent confidentiality breaches
- Terminate without inviting a lawsuit

Note: This session is great as a review or refresher or follow-up to the core management & supervisory programs.

Length: Workshop: 6-8 Hours

Participant Materials: Handout



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