

2016 Training Schedule

Legal Update 2016

January 14

- Review legal developments over the past year such as mandatory sick leave, EEOC guidance around hiring & selection, ACA reporting, recreational marijuana
- Ensure compliance with the new employment laws effective 2016
- Discuss pending legislative decisions that may impact your employment practices and policies in the future

Strategic Hiring

**January 21, April 21,
July 21, October 20**

- Identify talent acquisition strategies based on your business needs and objectives
- Develop targeted interview questions and techniques to determine job and culture fit
- Ensure a consistent and effective selection process

Performance Planning & Management

**January 21, April 21,
July 21, October 20**

- Establish a plan for goal-setting and measuring success
- Develop a process that provides ongoing feedback and challenges employees to achieve goals
- Engage employees in their personal development through meaningful conversations and recognition

Leadership Essentials

**February 18, May 19,
September 15, November 17**

- Understand leadership & management and where you are spending your time
- Review key leadership competencies
- Identify your personal leadership strengths and opportunities, and establish a plan to enhance your effectiveness

HR Basics – Tips & Traps for Supervisors

**February 18, June 2,
September 15, November 17**

- Understand key employment laws that impact your employment decisions
- Identify the most commonly misunderstood employer traps and learn how to avoid them
- Learn how to deal with issues head-on and with confidence, garnering the respect of your work group

Constructive Feedback & Accountability

**March 17, May 19,
September 1, December 8**

- Implement a fair and consistent process for managing performance concerns
- Practice a model for delivering feedback and creating agreements
- Define steps to a fair and positive discipline process

Customize workshops specifically for your team.

- Strategic Hiring
- Performance Planning & Management
- HR Basics for Supervisors
- Leadership Essentials
- Constructive Feedback & Accountability
- Recognizing & Preventing Workplace Harassment
- Using DISC to Enhance Leadership & Team Effectiveness
- Positive Psychology for Performance

Learn more at
<http://bit.ly/1VzIQsd>

Recognizing & Preventing Workplace Harassment

March 17, June 16, September 1

- Review the EEOC definition and examples of conduct that constitute unlawful harassment, discrimination and retaliation
- Understand employer obligations for responding to and investigating complaints
- Develop strategies to prevent workplace harassment and retaliation

Managing Employee Attendance & Leaves

June 16

- Discuss attendance policies and practices and how to manage in a way that complements federal and state laws
- Participate in a discussion on deciphering the laws when dealing with specific attendance and performance issues
- Ensure you are complying with the employer responsibilities under FMLA, OFLA, ADA

Developing High Performing Teams

June 2

- Learn what makes a High Performing Team
- Assess your team's current state on the road to High Performing
- Learn what steps can be taken to build and improve your team
- Create an action plan to apply the learning back on the job

Building Bridges in a Culturally Diverse Workplace

May 5

- Recognize cultural context and relativity and the implications in the workplace
- Obtain communication tips and tools for bridging cultures
- Create a workplace that values and leverages cultural diversity

FLSA and Wage & Hour Compliance

October 6

- Gain an overview of the current statutes and regulations specific to Oregon and Washington employers
- Review wage and hour issues that managers, payroll administrators, and HR professionals confront daily
- Ensure compliance with employer practices such as employee classification, payroll deductions and payment of wages including overtime

Termination with Humanity

August 18

- Create a termination process that is focused on respect and objectivity
- Gain tools to effectively evaluate, communicate and document employee separations
- Decrease your exposure to wrongful termination claims

Compensation Planning & Design

November 3

- Understand the value of establishing a consistent compensation structure and review process
- Define your compensation philosophy and strategy to attract and retain talent
- Discuss factors to consider when creating variable pay



BY DATE:	
January 14	Legal Update for 2016
January 21	Strategic Hiring Performance Planning & Management
February 18	HR Basics – Tips & Traps for Supervisors Leadership Essentials
March 17	Constructive Feedback & Accountability Recognizing & Preventing Workplace Harassment
April 21	Strategic Hiring Performance Planning & Management
May 5 May 19	Building Bridges in a Culturally Diverse Workplace Leadership Essentials Constructive Feedback & Accountability
June 2	Developing High Performing Teams HR Basics – Tips & Traps for Supervisors
June 16	Managing Employee Attendance & Leaves Recognizing & Preventing Workplace Harassment
July 21	Strategic Hiring Performance Planning & Management
August 18	Termination with Humanity
September 1	Constructive Feedback & Accountability Recognizing & Preventing Workplace Harassment
September 15	HR Basics – Tips & Traps for Supervisors Leadership Essentials
October 6 October 20	FLSA and Wage & Hour Compliance Strategic Hiring Performance Planning & Management
November 3	Compensation Planning & Design
November 17	Leadership Essentials HR Basics – Tips & Traps for Supervisors
December 8	Constructive Feedback & Accountability

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