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

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

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/1VzlQsd

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Visit our website for other training & development programs including webinars, podcasts and articles.
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

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 | Building Bridges in a Culturally Diverse Workplace
May 19 | Leadership Essentials
            | Constructive Feedback & Accountability
June 2 | Developing High Performing Teams
June 16 | HR Basics – Tips & Traps for Supervisors
        | 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 | FLSA and Wage & Hour Compliance
October 20 | 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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