



MY BENESCH MY TEAM

NAVIGATING A SEA OF RISK

Employment Training Programs

 **Benesch**
Attorneys at Law

“[L]eaving managers with hiring authority in ignorance of the basic features of the discrimination laws is an ‘extraordinary mistake’ for a company to make, and a jury can find that such an extraordinary mistake amounts to reckless indifference.”

—MATHIS V. PHILLIPS CHEVROLET, INC.,
269 F.3d 771, 778 (7th Cir. 2001)

LABOR AND EMPLOYMENT

Mines bobbing in wait, sometimes undetected, the workplace is a sea of risk. We are committed to help you minimize this risk and make headway on your business voyage.

Benesch's Labor and Employment Practice Group provides a full range of services to clients on a national basis. From counseling clients on daily employment issues to the handling of the most complex litigation, the attorneys in our Labor and Employment Practice Group have the experience, skills and commitment to client service your business needs to minimize the risks inherent in today's workplace.

We are actively involved with clients in many industries such as retail, automotive, health care, manufacturing, trucking, technology, food and beverage distribution, industrial product distribution, professional services and banking, to name just a few. We recognize that sound business judgment is every bit as important as sound legal judgment.

Benesch's Labor and Employment Practice Group has designed specific training programs for employers on a number of workplace topics. These training programs not only provide supervisors and managers with the information necessary to address issues as they arise, but also serve as evidence of the employer's commitment to educating its staff on important workplace issues, evidence which can be critically important in the event of litigation.

EMPLOYMENT TRAINING PROGRAMS

To schedule one or more of Benesch's Employment Training Programs, or for more information, please contact any member of Benesch's Labor and Employment Practice Group.

The Programs have been designed to be approximately two to two and one-half hours and are offered on a fixed fee basis, so cost is clearly defined up front. The Programs will be conducted by two lawyers in our Labor and Employment Practice Group who have actually litigated relevant employment cases. Such experience brings perspective and insight that simply can not be matched by traditional human resource consultants. Each program is offered for up to twenty participants at the cost of \$2,500, which includes materials for all participants. Additional discounts are available for multiple sessions.

Employment Basics

This Program is designed for managers and administrators to provide a base line understanding of day-to-day employment issues. This Program is also well suited for lesser experienced human resource staff. Topics covered include:

- Employment At Will (Avoiding Wrongful Discharge Claims)
- Absenteeism and Leaves of Absence
- Workplace Harassment
- Equal Employment Opportunity (Avoiding Discrimination Claims)
- Wage/Hour Basics

Workplace Harassment

(For Managers and Supervisors)

This Program is directed to executives, managers and supervisors who directly supervise other employees. It is designed to teach such individuals how to recognize and address harassment in a way which will minimize the exposure to costly lawsuits. This program will cover:

- Defining and Understanding The Parameters of Harassment
- Avoiding Conduct Which Subordinates May Consider Harassing
- Handling Allegations of Harassment
- Conducting Harassment Investigations

Preventing Workplace Harassment

(For Nonsupervisory Staff)

This Program will educate line employees on what constitutes harassment, why harassment must be eliminated from the workplace, and how to handle and report harassing behavior. Specifically, this Program addresses:

- What is Workplace Harassment
- Consequences Of Engaging In Harassing Behavior
- How To Handle and Report Harassment
- Understanding Company Policy Against Harassment

Maintaining A Union Free Environment

Designed to guide executives, managers, and supervisors in their union avoidance efforts, this Program will cover the strategies unions employ and how to counter those strategies. Included are the following topics:

- How Unions Organize
- Signs of a Union Organizing Effort
- Actions Employers Can Lawfully Implement To Oppose Union Organization Efforts
- Unlawful Actions Employers Must Avoid

Diversity In The Workplace

This Program will address how employers can maximize the benefits of diversity without running afoul of existing nondiscrimination laws. It is designed for executives and managers and covers the following:

- Benefits Of A Diverse Workforce
- Legal Implication Of Diversity Initiatives
- Methods Of Fostering A Diverse Workforce
- Avoiding Reverse Discrimination Claims

Protecting Confidential Information And Customer Relationships

This Program is for executives and managers, and addresses how to analyze the type of business information employers need to protect and how to structure that protection. Included are the following subjects:

- The Protection Afforded Trade Secrets
- Identifying Information That Needs Protection
- Steps To Protect Trade Secret Information
- Utilizing Noncompete Agreements

Wage and Hour Compliance

Specifically designed for human resource professionals and executives having the responsibility to classify employees and ensure compliance with the Fair Labor Standards Act, this Program covers:

- General Application of Minimum Wage and Overtime Requirements
- Industry Exemptions
- White Collar Exemptions
- Recordkeeping Requirements

Customized Programs

Programs tailored to other employment related topics can also be created. For example, advanced, in depth programs for seasoned human resource professionals can be structured covering any number of topics. Specific content and pricing for additional programs will be on an as agreed basis.



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