

AAIM Course Description



The Legal Side of Supervising

The practical application of employment law today is more complex than ever before. Every day, managers, supervisors and team leads deal with human resource situations that, if not handled responsibly and legally, can result in consequences, penalties and law suits. This course distills the complicated issues of employment law down to essential information you need to know on a day-to-day basis.

At the end of this course you will be able to:

- Demonstrate Sensitivity & Respect
- Treat employees fairly by understanding and following anti-discrimination laws.
- Recognize and prevent harassment in the workplace.
- Understand your responsibilities in promoting a professional workplace.
- Avoid getting caught up in the middle of compensation law issues like exempt vs. nonexempt status; Overtime; ADA & FLMA; Workers' Compensation; etc.
- Apply interviewing tips that keep you out of legal trouble.
- Help protect employer and employee privacy and confidentiality issues.

Topics that will be covered:

- The History of Employment Laws
- Hiring and Interviewing
- Workplace Harassment
- Preventing Discrimination
- Investigations and Retaliation
- Privacy and Confidentiality
- Paid and Unpaid Time Off

Who Should Attend: Managers, supervisors and team leads that want to update their knowledge of the laws that impact them and their companies and how it affects the way they manage employees.

Advanced Preparation: There is no advanced preparation for this course.

Fields of Study: Employment Law, Integrity and Ethics, Leadership, Problem Solving, Professional Work

Delivery Method: Group-Live | **Course Level:** Update | **Duration:** Half day

Continuing Education/Recertification Credits: CPE Credits, HRCI Recertification Credits and SHRM Professional Development Credits may be available for this course.