

## SUPERVISORY LAW

**LEARNING FORMATS:** CLASSROOM (onsite or public), VIRTUAL, & ONLINE.

All it takes is to say something wrong, ask the wrong question, fail to say something or take action. Handling a situation incorrectly can put the company and even the leader at risk. As an "agent" of the company, it is in everyone's best interest to ensure those in a supervisory role be aware of the laws that impact their jobs.

This workshop teaches those in supervisory positions the TOP TEN practices of California and federal employment law. Participants learn from case studies, "what would you do scenarios," as well as through real life examples of what not to do, and how to stay out of legal trouble. A non-California version is available for out of state employers.

### DO YOU FACE ANY OF THESE ISSUES?

- > Are leaders unaware of their role as "agent of the company"?
- > Do leaders say and do things that are becoming more problematic?
- > Do leaders "take it on themselves" to fix an employment-related issue?
- > Are leaders dealing with employees more as peers than as a leader?

### PERFORMANCE OBJECTIVES

#### Helps leaders:

- > Recognize and eliminate discrimination and retaliation and have more sensitivity to harassment and its implications.
- > Use caution in statements or questions.
- > Document rationale for decisions.
- > Become more aware of wage and hour practices.
- > Communicate legal boundaries and company policies to employees

### PRIMARY COMPETENCY DEVELOPED

- > Lead compliantly

### SECONDARY COMPETENCIES DEVELOPED

- > Communication
- > Gaining Commitment

### COURSE OVERVIEW

- > **Employee versus Employer:** Working as a class, learners explore the evolution of the work relationships and the critical role that supervisory personnel play on the frontline of legal defense.
- > **Fundamental Practices to Lead By (part 1):** Through interactive discussion, participants learn the first seven roles to lead by that involve statements, actions and observations, including (1) statements, (2) discrimination, (3) harassment, (4) rationale documentation, (5) termination decisions, (6) safety issues and (7) improper supervisory questions.
- > **Legal Fundamentals (part 2):** Participants go through their role in handling (8) leaves of absence, (9) privacy laws and (10) wage/hour practices.
- > **What Would You Do?** Using the ten practices covered, the facilitator poses "what would you do" situations to participants for classroom discussion. Individuals are encouraged to identify the correct answer themselves and share with the class.
- > **Minimizing Liability Reference:** Participants are given a reference guide to minimize additional liability through six easy tips.
- > **Introducing Communications Training:** Facilitator briefly discusses "Communicating for Leadership Success" module and introduces course pre-work that is necessary.
- > **Wrap-Up:** Instructor summarizes the day's learning and answers any questions that may have surfaced.

### VIDEO SEGMENT SUMMARIES

- > No video segments are planned for this module. If requested, Employers Group can integrate segments into this module.

### COURSE DETAILS

- > **Target audience:** Informal and frontline leaders.
- > **State-fundable:** No.
- > **Course length:** 4 hours (onsite); 3.5 hours (public & virtual); 1 hour (online course via eTrainingPortal.com)
- > **Facilitator certification:** Certified facilitator required.
- > **Prerequisites:** None.
- > **Optimal group size:** 8 to 16. 20 maximum
- > **Course prep:** No.
- > **Notes:** Session 2 of 5 in the Leadership Academy. Suitable for all environments. Onsite training available in Spanish.

### OTHER COURSES TO CONSIDER

- > Harassment Prevention for Supervisors (and Employees)
- > Communicating for Leadership Success