

Seminar and Training Topics

- ✦ **What's New in Employment Law** – Federal and state legal developments affecting HR and personnel issues for employers of all sizes.
- ✦ **Labor Code 101** – Due to recent legislation, *any* violations of state Labor Code can be extremely costly for employers. Learn about the 10 most frequently violated Labor Code sections.
- ✦ **Discharge, Layoffs, Reductions in Force** – How to stay out of trouble when reducing your workforce. Discusses alternative strategies, legal implications, and proper methods and documentation.
- ✦ **Sexual Harassment** – Just what is sexual harassment? Education, prevention, and resolution. Separate sessions for managers and staff employees.
- ✦ **Managing Your Workforce** – A complete overview of the rights and obligations of employers and employees. Covers: the hiring process; alternative workforce structures; employee benefits and leaves of absence; wage and hour issues; policies and procedures; discipline and termination. [Full Day, may be broken down in segments].
- ✦ **How to Attract, Hire, and Retain Quality Employees** – Practical advice about recruitment and retention strategies. Includes information on sound hiring practices; screening methods; background, reference, drug & alcohol checks; new hire documentation; turnover.
- ✦ **Team Building and Communications** – Recognizing and working with different personality types, management styles, and communication methods within your department or organization.
- ✦ **Alternative Workforce** – The pros and cons of Independent Contractors, Employee Leasing, and Part-Time Employees.
- ✦ **Wage and Hour Issues** – Select issues including exempt vs. non-exempt status, independent contractors vs. employees, overtime, wage deductions, make-up time, comp time, rest and meal periods, flex time, etc.
- ✦ **Navigating the Exempt/Non Exempt Maze** – Detailed review of exempt status, discussion of permissible deductions from exempt salaried employees' pay, how to handle deductions from PTO, vacation, sick leave balances.
- ✦ **Paid Time Off** – What is required by law and what is not. Discussion of paid holidays, vacations, personal days, sick time, bereavement leave, jury duty leave, family and medical leave, pregnancy disability leave, etc.
- ✦ **Performance Evaluations** – Hands-on training for supervisors and managers. Frequency and timing of performance reviews; what should be covered; how to document; what to say and what not to say, how to make reviews positive for both employees and employer; essential follow-up.
- ✦ **Employee Discipline and Terminations** – How and when to conduct discipline, protecting at-will status, progressive discipline policies, how to build an effective case for termination. Discusses documentation, severance, separation agreements.

- ✦ Most seminar topics can be offered in Full Day, Half Day, or 1 or 2 hour sessions.
- ✦ Pricing includes all prep time, presentation, and written materials for groups up to 25:
Full Day: \$2000; Half Day: \$1500; 2 Hour Session: \$1000; 1 Hour Session: \$750

- ✦ Seminars will be conducted on-site.
- ✦ Seminar series are available at discounted rates.
- ✦ Contact us for rates for larger groups.
- ✦ CPE credits available.
- ✦ Custom topics or formats available.
- ✦ Once you have selected a seminar topic and length, contact us for a formal proposal.

Vantaggio HR is a full-service human resource and management consulting firm providing guidance to companies of all sizes across the U.S. Vantaggio's services include: HR Outsourcing, Labor Law Compliance (multi-state), Employee Handbooks, HR Hotline, On-Site HR Services, Performance Management, New Employer Set Up, New Hire Paperwork, Employment Posters, Discipline & Terminations, Training & Development, Sexual Harassment Programs, Recruiting, HR Audits, Compensation Planning, Employee Benefit & Retirement Plans, Payroll Administration, Bookkeeping Services, HRMS & Payroll Software Evaluation, Safety Programs, Affirmative Action Plans, Labor Commissioner Complaints, Expert Witness Testimony, Organizational Development, Merger & Acquisition Consulting. For more information call (949) 425-1262, email: info@VantaggioHR.com, or visit us on the web at <http://www.VantaggioHR.com>.

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