

# P.R.E.P.

Practice-Ready Education for Professionals

## Office Management/ Human Resources Series

### Program Overview

This series of six classes is designed to teach the fundamentals of office and human resources management—from hiring to firing and everything in between. Taught by an employment law attorney and a human resources professional, this series is not to be missed by any attorney who runs a small practice or any business attorney who touches on multiple disciplines.

**February 19, 2019**

3:00-4:30pm • 1.5 NLT/CLE Hours

Foundational HR from Hire to Fire, Part 1:  
Recruiting and Hiring

**April 2, 2019**

3:00-5:00pm • 2.0 NLT/CLE Hours

Investigations: Workplace  
Audits and Investigations

**March 5, 2019**

3:00-4:30pm • 1.5 NLT/CLE Hours

Foundational HR from Hire to Fire, Part II:  
New Hire Forms

**April 16, 2019**

3:00-5:00pm • 2.0 NLT/CLE Hours

Supervisor and  
Leadership Training

**March 20, 2019**

3:00-5:00pm • 2.0 NLT/CLE Hours

Alphabet Soup: ABCs and  
123s of Employment Law

**April 30, 2019**

3:00-5:00pm • 2.0 NLT/CLE Hours

Conflict and  
Communications

### Pricing

 This series is CLE Easy Pass eligible

#### 1.5 hour programs:

**Members:** \$67.50 prepaid/\$75 day of

**Non-Members:** \$95 prepaid/\$107.50 day of

**Non-Attorneys:** \$52.50 prepaid/\$60 day of

#### 2.0 hour programs:

**Members:** \$90 prepaid/\$110 day of

**Non-Members:** \$125 prepaid/\$145 day of

**Non-Attorneys:** \$70 prepaid/\$80 day of

### Speakers



Sharon DeLay, MBA,  
SPHR, SHRM-SCP, CPCC,  
GO-HR



Karen L. Poling, Esq.,  
Karen Poling Law, LLC

### Registration

 [www.cbalaw.org](http://www.cbalaw.org)

 (614) 221-4112

See reverse for course agendas.



# Program Agendas

## February 19, 2019

3:00-4:30pm • 1.5 NLT/CLE Hours

### Foundational HR from Hire to Fire, Part 1: Recruiting and Hiring

The interactive session will cover basic hiring considerations as they relate to the following:

- Writing a compliant and protective job description
- Defining a position's exemption status
- Casting a wide net to gather diverse applicants for the position
- Defining "safe" interview questions that yield useful information
- Creating a new hire packet with special attention to the application and I-9 form
- Employee file storage and retention

Upon completion, participants will know where to find helpful resources, have helpful checklists, and be able to guide clients, and themselves, through the HR new-hire process.

## March 5, 2019

3:00-4:30pm • 1.5 NLT/CLE Hours

### Foundational HR from Hire to Fire, Part II: New Hire Forms

The session is a follow up to hiring session and focuses on separating employees from employment. We'll cover the following:

- The value of an Employee Handbook
- The importance of documentation and how to do it
- The severance agreement and when to use one
- How to terminate an employee and wrap up the separation
- Reference checks
- Responding to unemployment claims

## March 20, 2019

3:00-5:00pm • 2.0 NLT/CLE Hours

### Alphabet Soup: ABCs and 123s of Employment Law

Understanding the various federal laws regarding employment law provides a strong foundation and important jumping-off point for making strategic and tactical decisions when to be a competitive and compliant employer. We'll review the key federal labor laws and employee number applicability that serve as the starting point for every employer/employee decision. A selection of what we'll cover includes the following:

- Title VII
- ERISA
- EEOC/OCRC
- NLRA/NLRB
- FLSA
- ADA
- ADEA
- GINA
- FMLA
- DOL

As part of our discussion, we'll reference case law examples.

## April 2, 2019

3:00-5:00pm • 2.0 NLT/CLE Hours

### Investigations: Workplace Audits and Investigations

Employers can avoid a lot of drama and expense by conducting self-audits of the workplace. In this session, we'll discuss:

- Preventative audits employers can do to mitigate audit fallout
- Fines and damages
- I-9 audits and DOT audits
- Tips and techniques for responding to unemployment claims
- Workers' compensation issues

## April 16, 2019

3:00-5:00pm • 2.0 NLT/CLE Hours

### Supervisor and Leadership Training

In this session we'll discuss the critical importance of training and developing supervisors. This segment will include defining the roles and responsibilities of supervisors and how they can make, or break, an employer.

- The importance of documentation
- How supervisors can contribute to the important and protective activity of documentation
- The supervisor's role in developing and evaluating other team members
- Understanding when supervisors' exemption status can change from non-exempt to exempt

## April 30, 2019

3:00-5:00pm • 2.0 NLT/CLE Hours

### Conflict and Communications

We'll wrap up the HR 101 series with a discussion of the conflict resolution and avoidable but common communication issues.

- Who am I? Personality Differences and Effective Communication Skills
- Identifying the Message, Messenger & Audience
- Lessons in Effective Communication
- Difficult Conversations: De-escalation Techniques

## Registration



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