

SUPERVISORY MANAGEMENT FUNDAMENTALS

Regulations on the federal, state, and municipal levels are constantly increasing in complexity. Providing HR compliance training is critical for every organization, as failure to follow certain rules, laws, and regulations that apply to your industry could lead to severe penalties and destroy your business's reputation. Our experience tells us that well-intentioned, but untrained managers typically make things worse, not better. This training equips them with a "How to" guide to what they need to KNOW and DO, and provides your organization with the peace of mind that you have given your leaders the tools they need to more effectively manage your workforce, be successful in their roles, and protect your organization.

The single most important thing you can do to protect your organization, is to ensure that your managers at all levels are aware of their responsibilities when complying with the myriad of governmental workplace regulations. This training is the "Toolkit" all managers need to successfully direct the activities of staff whether it's one person or dozens. The program is customized to concentrate on whatever is most important to your organization.

Intended Audience

Anyone in a management or supervisory role

Training Duration

2 to 4 hours, depending upon the topics covered during the customization process

Learning Objectives

- An overview of the most significant federal, state, and municipal rules and regulations that govern the workplace
- Ensure your managers understand employees' rights under current regulations
- Valuable instructional materials (toolkits, checklists, and other resources)
- The Management Cycle
- Selecting, Hiring, and Onboarding
- Employee Development and Performance Management
 - Coaching v. Discipline
 - Having difficult conversations
 - How to write appropriate Performance Improvement Plans and/or Written Warnings
- Keys to Employee Satisfaction
- Terminating Effectively and with Respect

Covering These Compliance Topics

- Regulatory Awareness Essential to Managers
 - Age Discrimination in Employment Act (ADEA)
 - Americans with Disabilities Act (ADA)
 - Anti-harassment and Workplace Violence Training
 - Fair Labor Standards Act (FLSA)
 - Marijuana in the Workplace
 - Pay Equity and Salary History Laws
 - Social Awareness in the Workplace
 - The Alphabet Soup of Paid Leave Requirements

The program can include all or some of the above topics, depending on your organization's training objectives.



Did you know we offer an array of trainings? Check out more of our trainings [here](#).



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