



**LOS ANGELES COUNTY
HUMAN RESOURCES CONSORTIUM
2018-2019
HR WORKSHOPS**

Presented by:
LIEBERT CASSIDY WHITMORE



Labor, Employment and Education Law Experts

Difficult Conversations
Thursday, September 20, 2018

**Preventing Workplace Harassment,
Discrimination and Retaliation**
Thursday, October 11, 2018

**Maximizing Supervisory Skills for
the First Line Supervisor (Part 1)**
Thursday, November 29, 2018

**Maximizing Supervisory Skills for
the First Line Supervisor (Part 2)**
Wednesday, December 5, 2018

**Labor Negotiations from
Beginning to End**
Thursday, January 17, 2019

Technology and Employee Privacy
Thursday, February 21, 2019

Workplace Bullying: A Growing Concern
Thursday, March 14, 2019

**Risk Management Skills for the
Front Line Supervisor**
Thursday, April 11, 2019

**Legal Issues Regarding Hiring
and Promotions**
Thursday, May 9, 2019

**Creating a Culture of Inclusion in
Hiring, Promotion, and Supervision**
Thursday, June 13, 2019

Please see reverse for workshop details.

*Members can also attend workshops with other LCW consortiums.
For a full list, please go to www.lcwlegal.com/events-and-training/consortiums*

All workshops are held 9:00 a.m. - 12:00 p.m. at:

Board of Supervisors Hearing Room*
500 West Temple Street, 3rd Floor, Room 381B
Los Angeles, CA 90012

**No food or drinks permitted*

Coordinated by:
**Workforce & Employee
DEVELOPMENT**
A Division of Los Angeles County Human Resources
DHR-LCWConsortium@hr.lacounty.gov

DIFFICULT CONVERSATIONS

Learning Net Offering: # 00429807

Interpersonal problems are a fact of life. Wherever you interact with people, it is likely that you will have problems from time to time. Our natural instinct may be to avoid these conversations for as long as possible, but when you are a supervisor or manager, that is not always possible or advisable. This workshop teaches the participant how to transform difficult conversations on such issues as personality conflicts between co-workers, body odor or emotional outbursts into successful conversations.

PREVENTING WORKPLACE HARASSMENT, DISCRIMINATION, AND RETALIATION

Learning Net Offering: # 00429846

This practical workshop, designed for all levels of agency employees, provides guidance on managing day-to-day interactions to prevent unlawful discriminatory harassment and retaliation. It fully meets requirements of AB 1825 and AB 2053.

MAXIMIZING SUPERVISORY SKILLS FOR THE FIRST LINE SUPERVISOR (PART 1)

Learning Net Offering: # 00429900

This program is designed to provide first-line supervisors with the knowledge and tips to understand their responsibilities and to refine their supervisory skills. It also covers the full gamut of "need to know" legal requirements from a first line supervisor's perspective with emphasis on practical approaches in areas including leadership, goal-setting, problem-solving, delegation, discipline, evaluation and ethics.

MAXIMIZING SUPERVISORY SKILLS FOR THE FIRST LINE SUPERVISOR (PART 2)

Learning Net Offering: # 00429901

A continuation of the November 29th class, this program is designed to provide first-line supervisors with the knowledge and tips to understand their responsibilities and to refine their supervisory skills. It also covers the full gamut of "need to know" legal requirements from a first line supervisor's perspective with emphasis on practical approaches in areas including leadership, goal-setting, problem-solving, delegation, discipline, evaluation and ethics.

LABOR NEGOTIATIONS FROM BEGINNING TO END

Learning Net Offering: # 00429902

From pre-negotiation planning to negotiation strategy, to negotiations and post negotiation follow up, this workshop walks you through every step of the process so you know what to expect.

TECHNOLOGY AND EMPLOYEE PRIVACY

Learning Net Offering: # 00429903

This workshop explores the wide range of issues arising from the interplay between technology and privacy in the workplace. It guides managers through the patchwork of federal and state laws and court decisions that govern these issues. It also identifies ways to respond to inappropriate employee use of social networking media, and when employers can use this same media in hiring, investigations and discipline.

WORKPLACE BULLYING: A GROWING CONCERN

Learning Net Offering: # 00429904

This workshop will define bullying and distinguish it from simple rudeness, and identify strategies for recognizing when it occurs, including when a supervisor is bullying subordinates (versus merely supervising). The session will also provide pragmatic advice for holding bullies accountable for their conduct and for assisting "targets" of bullying in reporting and responding to bullying conduct.

RISK MANAGEMENT SKILLS FOR THE FRONT LINE SUPERVISOR

Learning Net Offering: # 00429905

Public agencies are facing increasing risks of being targeted by grievances, harassment/discrimination claims, unfair practice charges and wage and hour litigation, to name a few. Frontline supervisors can provide an effective front-line defense to these dangers, or they can expose your agency to even greater risk. This workshop will train supervisors to effectively and appropriately respond to situations that place the agency at risk by offering real-life scenarios and recommendations for dealing with a myriad of legal and interpersonal issues in the workplace.

LEGAL ISSUES REGARDING HIRING AND PROMOTIONS

Learning Net Offering: # 00429906

This workshop is designed for supervisors and managers involved in the selection process of potential candidates for employment. It takes its participants through all steps of the hiring and promotion process.

CREATING A CULTURE OF INCLUSION IN HIRING, PROMOTION, AND SUPERVISION

Learning Net Offering: # 00429908

Inclusive leaders intentionally bring out the full potential of their team by empowering and valuing unique contributions of individual employees. This workshop identifies practical and effective steps you can use to unleash the power of your workforce by cultivating inclusion. The presenter will discuss ways management can use diversity to maximize collaborative team efforts and to minimize detrimental workplace conflicts.