



**LOS ANGELES COUNTY
HUMAN RESOURCES CONSORTIUM
2019-2020
HR WORKSHOPS**


Presented by:
LIEBERT CASSIDY WHITMORE



Labor, Employment and Education Law Experts

**Maximizing Supervisory Skills for
the First Line Supervisor (Part 1)**
Thursday, September 26, 2019


**Maximizing Supervisory Skills for
the First Line Supervisor (Part 2)**
Thursday, October 24, 2019

**Maximizing Performance Through
Evaluation, Documentation, and
Corrective Action**
 Thursday, November 21, 2019

Difficult Conversations
Thursday, December 5, 2019

Managing the Marginal Employee
 Thursday, January 30, 2020

**The Future is Now—Embracing Generational
Diversity and Succession Planning**
Thursday, February 20, 2020

Technology and Employee Privacy
 Thursday, March 19, 2020

**Navigating the Crossroads of Discipline
and Disability Accommodation**
Thursday, April 23, 2020

**Public Service: Understanding the Roles
and Responsibilities of Public Employees**
 Thursday, May 14, 2020

**Understanding and Managing Employees'
Rights: Labor, Leaves, and Accommodations**
 Thursday, June 18, 2020

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*

Workshops will be held 9:00 am - 12:00 pm at:

Bob Hope Patriotic Hall
1816 S. Figueroa St.
Los Angeles, CA 90015

Webinars will be held 9:00 am - 11:00 am



(Links will be provided via email to
all registered participants)

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

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

Learning Net Offering: 00450474

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: 00450479

A continuation of the Part 1 workshop, 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 PERFORMANCE THROUGH EVALUATION, DOCUMENTATION, AND CORRECTIVE ACTION

Learning Net Offering: 00450698 

This webinar takes the supervisor and manager through each step of performance management from objectively evaluating performance using effective communication techniques, documenting performance issues and, if necessary, imposing discipline.

DIFFICULT CONVERSATIONS

Learning Net Offering: 00450696

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.

MANAGING THE MARGINAL EMPLOYEE

Learning Net Offering: 00450695 

This webinar is designed to train supervisors and managers on how to manage the employee who does the “bare minimum” and/or “pushes the envelope.”

THE FUTURE IS NOW—EMBRACING GENERATIONAL DIVERSITY AND SUCCESSION PLANNING

Learning Net Offering: 00450704

This is the first time four generations have been present in the workforce at the same time. The generational differences brought by each group, if properly channeled, can enhance every organization. If not, these differences can lead to frustration and turnover, as well as potential legal challenges. This workshop aims to assist agencies in making the most of their generationally-diverse workforce.

TECHNOLOGY AND EMPLOYEE PRIVACY

Learning Net Offering: 00450706 

This webinar 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, as well as when employers can use this same media in hiring, investigations and discipline.

NAVIGATING THE CROSSROADS OF DISCIPLINE AND DISABILITY ACCOMMODATION

Learning Net Offering: 00450708 

Absenteeism, tardiness, emotional outbursts, and alcoholism. When is an employee's bad behavior disability related and what bad behaviors are employers required to accommodate? This interactive workshop will help employers navigate the intersection between disability, protected leave and discipline. You will learn what to do when an employee identifies a disability in response to proposed disciplinary action. We will discuss the interactive process and how to identify reasonable accommodations. We will also discuss how and when to separate a disabled employee, including the disability retirement process.

PUBLIC SERVICE: UNDERSTANDING THE ROLES AND RESPONSIBILITIES OF PUBLIC EMPLOYEES

Learning Net Offering: 00450709

Maybe you’re new to the public sector or maybe you’ve been here awhile. Your success is dependent upon many factors you can’t control: the economy, the budget, staffing levels etc. It is also dependent upon how you react to those uncontrollable items. This webinar covers the best practices successful public employees have undertaken to not only succeed but excel.

UNDERSTANDING AND MANAGING EMPLOYEES’ RIGHTS: LABOR, LEAVES, AND ACCOMMODATIONS

Learning Net Offering: 00450710 

This webinar will explore the legal framework related to labor and the meet and confer process, management rights, protected leaves of absence, abuse of leave, excessive absenteeism, and the interactive process and reasonable accommodations, fitness for duty, and disability retirement.