



**LOS ANGELES COUNTY
HUMAN RESOURCES CONSORTIUM
2021-2022
HR WORKSHOPS**

Presented by:
LIEBERT CASSIDY WHITMORE



Labor, Employment and Education Law Experts

Addressing Workplace Violence
Thursday, August 12, 2021

Difficult Conversations
Thursday, February 10, 2022

**Moving Into the Future:
Telecommuting and Remote Work**
Thursday, September 9, 2021

**Maximizing Performance Through
Evaluation, Documentation and
Corrective Action**
Thursday, March 10, 2022

**Managing COVID-19 Issues:
Now and What's Next**
Thursday, October 14, 2021

**Maximizing Supervisory Skills for the
First Line Supervisor (Part 1)**
Thursday, April 14, 2022

Managing the Marginal Employee
Thursday, November 4, 2021

**Maximizing Supervisory Skills for the
First Line Supervisor (Part 2)**
Thursday, May 12, 2022

**The Art of Writing the
Performance Evaluation**
Thursday, January 13, 2022

**The Future is Now - Embracing
Generational Diversity and
Succession Planning**
Thursday, June 9, 2022

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 will be delivered as live
Zoom webinars from 9:00 a.m. - 11:00 a.m. 

Webinar links will be provided in Learning Link
enrollment confirmation emails.

Coordinated by:

Los Angeles County
DEPARTMENT OF

Human Resources

DHR-LCWConsortium@hr.lacounty.gov



ADDRESSING WORKPLACE VIOLENCE

This workshop provides important protection for you, your co-workers, and your agency, by examining appropriate steps that your agency should take to minimize the potential for violent episodes at work—and how to respond to violence when it does occur.

MOVING INTO THE FUTURE: TELECOMMUTING AND REMOTE WORK

As employers explore and expand opportunities for remote workers, key practical and legal implications need to be considered. This workshop covers these items including wage and hour issues, supervision, “workplace” injuries, reasonable accommodations and privacy and security issues.

MANAGING COVID-19 ISSUES: NOW AND WHAT’S NEXT

In this webinar, we will provide a wide ranging survey of the labor and employment issues implicated by COVID-19. We will provide both legal and practical advice for public agency employers on myriad subjects covering the firm’s diverse practice areas. The webinar will address the most important and timely issues facing employers now.

MANAGING THE MARGINAL EMPLOYEE

This workshop is designed to train supervisors and managers on how to manage the employee who does the “bare minimum,” who “works the system,” or who “pushes the envelope.”

THE ART OF WRITING THE PERFORMANCE EVALUATION

Supervisors sometimes fall into the trap of viewing evaluations as just another record-keeping requirement, without appreciating the importance of evaluations and how evaluations impact the organization. Well-written performance evaluations encourage improvement, support discipline/termination, defend against litigation and help set a culture of fairness and openness in how performance issues are addressed. This workshop provides concrete examples and tips on how you can write an effective and meaningful performance evaluation.

DIFFICULT CONVERSATIONS

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.

MAXIMIZING PERFORMANCE THROUGH EVALUATION, DOCUMENTATION, AND CORRECTIVE ACTION

This workshop 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.

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

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)

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.

THE FUTURE IS NOW—EMBRACING GENERATIONAL DIVERSITY AND SUCCESSION PLANNING

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.