# Los Angeles County
## Human Resources Consortium
### 2022-2023
# HR Workshops

**Moving Into the Future:**
**Telecommuting and Remote Work**
**Thursday, August 11, 2022**

**Prevention and Control of**
**Absenteeism and Abuse of Leave**
**Thursday, September 8, 2022**

**Nuts & Bolts: Navigating Common Legal**
**Risks for the Front Line Supervisor**
**Thursday, October 13, 2022**

**Workplace Bullying:**
**A Growing Concern**
**Thursday, November 10, 2022**

**Managing the Marginal Employee**
**Thursday, January 12, 2023**

**Difficult Conversations**
**Thursday, February 9, 2023**

**Maximizing Performance Through**
**Evaluation, Documentation and**
**Corrective Action**
**Thursday, March 9, 2023**

**Maximizing Supervisory Skills for the**
**First Line Supervisor (Part 1)**
**Thursday, April 13, 2023**

**Maximizing Supervisory Skills for the**
**First Line Supervisor (Part 2)**
**Thursday, May 11, 2023**

**The Art of Writing the Performance**
**Evaluation**
**Thursday, June 8, 2023**

*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

## 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.

## PREVENTION AND CONTROL OF ABSENTEEISM AND ABUSE OF LEAVE

Agencies face many challenges when presented with employee absenteeism and abuse of leave. Excessive absenteeism and abuse of leave privileges reduce productivity, interrupt schedules, undermine morale, and increase overtime costs. This workshop includes interactive case studies and strategies to assist managers effectively navigate the legal minefield involving absenteeism and leaves.

## NUTS & BOLTS: NAVIGATING COMMON LEGAL RISKS FOR THE FRONT LINE SUPERVISOR

Public agencies regularly face complex legal issues involving labor negotiations, grievances, disciplinary appeals, administrative claims, and lawsuits. As the front line for the Agency, the actions, non-actions, or statements of supervisors and managers can make the difference between exposing the agency to significant legal risks and helping ensure the agency's compliance with the law. This workshop will address common day-to-day scenarios where legal risks and liability may arise in the public employment context and will equip supervisors and managers with the practical tools needed to navigate around these potentially "hazardous areas."

## WORKPLACE BULLYING: A GROWING CONCERN

This workshop will discuss in person and cyberbullying. It will define bullying and abusive conduct and distinguish them from simple rudeness and unlawful harassment. The workshop also identifies strategies for recognizing the conduct when it occurs, and addressing its impact on the workplace. The session will provide pragmatic advice for holding bullies accountable for their conduct and for assisting "targets" of bullying in reporting and responding to bullying conduct. The session will also discuss the role of the "bystander" in managing workplace bullying.

## 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."

## DIFFICULT CONVERSATIONS

You have been there, and probably avoided it. Whether addressing performance issues, managing conflict among team members, or addressing personal hygiene issues with employees, we are all inclined to avoid sticky situations. When we know the encounter will be uncomfortable, we ignore the issue, the problem, and avoid the conversation. When we can no longer ignore the situation, we jump into a fray of confusion, anger, distrust, and egos and stumble through the confrontation. Successfully managing difficult conversations is an essential job skill and an invaluable tool for every employee and manager. This workshop offers concrete, step-by-step approaches to identify potential difficult conversations and understanding, preparing for, and conducting the most challenging conversations.

## MAXIMIZING PERFORMANCE THROUGH EVALUATION, DOCUMENTATION, AND CORRECTIVE ACTION

Managers and supervisors will learn or refresh the techniques, skills, and tools they need to effectively manage employee work performance through this hands-on workshop.

## MAXIMIZING SUPERVISORY SKILLS FOR THE FIRST LINE SUPERVISOR (PART 1 & 2)

This workshop, presented in two webinar sessions, is designed to help both new and experienced first-line supervisors be effective, engaged, and productive managers. The workshop will feature practical discussions of the challenges faced by supervisors (including motivating employees, addressing interpersonal issues among coworkers, and ethical decision making), and explore practical solutions. Participants will sharpen tools critical to successful supervision — leadership, communication, delegation and problem-solving. Strategies for managing performance and supporting employee development and engagement will be highlighted. Additionally, throughout the workshop key legal principles that all supervisors should understand, such as harassment prevention, wage and hour and labor relations are included. The comprehensive workbook for this program will provide a valuable resource for attendees.

## 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.