



**LOS ANGELES COUNTY
HUMAN RESOURCES CONSORTIUM
2023-2024
HR WORKSHOPS**

Presented by:
LIEBERT CASSIDY WHITMORE



Labor, Employment and Education Law Experts

**Moving Into the Future:
Telecommuting and Remote Work
Thursday, August 10, 2023**

**Difficult Conversations
Thursday, September 14, 2023**

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

**Prevention and Control of
Absenteeism and Abuse of Leave
Thursday, November 9, 2023**

**Supervisor's Guide to Understanding
and Managing Employees' Rights:
Labor, Leaves, and Accommodations
Thursday, January 11, 2024**

**File That! Best Practices for Employee
Document and Record Management
Thursday, February 15, 2024**

**Maximizing Performance Through
Evaluation, Documentation and
Corrective Action
Thursday, March 14, 2024**


**The Art of Writing the Performance
Evaluation
Thursday, April 11, 2024**

**Maximizing Supervisory Skills for the
First Line Supervisor (Part 1)
Thursday, May 9, 2024**

**Maximizing Supervisory Skills for the
First Line Supervisor (Part 2)
Thursday, June 13, 2024**

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 TalentWorks
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.

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.

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.”

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.

SUPERVISOR’S GUIDE TO UNDERSTANDING AND MANAGING EMPLOYEES’ RIGHTS: LABOR, LEAVES, AND ACCOMMODATIONS

This workshop provides attendees with an overview of three key areas. It addresses protected leave and managing attendance, the disability interactive process and the key mechanics of the meet and confer process and the supervisor’s role in management rights. This is an excellent workshop for first time managers or as a refresher to seasoned managers.

FILE THAT! BEST PRACTICES FOR EMPLOYEE DOCUMENT AND RECORD MANAGEMENT

Supervisory files and Personnel records and files are a necessary and useful tool for public agencies. Used properly, they can aid supervisors in documenting performance and correcting employee deficiencies. Misused (or not used at all) they can result in liability for the agency. This workshop covers what records to save, how long to keep the documentation and how to best use the records to achieve greater results from your employees. It also covers privacy rights related to these records.

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.

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.

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.