



**LOS ANGELES COUNTY
HUMAN RESOURCES CONSORTIUM
2024-2025
HR WORKSHOPS**

Presented by:
LIEBERT CASSIDY WHITMORE



Labor, Employment and Education Law Experts

Difficult Conversations
Thursday, August 8, 2024

**Distinguishing between Discipline
and Disability Accommodation**
Thursday, September 12, 2024

**Prevention and Control of
Absenteeism and Abuse of Leave**
Thursday, October 10, 2024

**The Future is Now - Embracing
Generational Diversity and
Succession Planning**
Thursday, November 14, 2024

Managing the Marginal Employee
Thursday, January 9, 2025

**Supervisor's Guide to Understanding
and Managing Employees' Rights:
Labor, Leaves, and Accommodations**
Thursday, February 13, 2025

**Maximizing Performance Through
Documentation, Evaluation and
Corrective Action**
Thursday, March 13, 2025

**The Art of Writing the Performance
Evaluation**
Thursday, April 10, 2025

**Maximizing Supervisory Skills for the
First Line Supervisor (Part 1)**
Thursday, May 8, 2025

**Maximizing Supervisory Skills for the
First Line Supervisor (Part 2)**
Thursday, June 12, 2025

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 Talent Works
enrollment confirmation emails.

Coordinated by:

Los Angeles County
DEPARTMENT OF

Human Resources



DHR-LCWConsortium@hr.lacounty.gov

DIFFICULT CONVERSATIONS

Interpersonal problems are a fact of life. Our natural instinct may be to avoid conversations about these issues 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 ensure conversations on difficult topics such as personality conflicts between co-workers, body odor, and emotional outbursts are successful conversations.

DISTINGUISHING BETWEEN DISCIPLINE AND DISABILITY ACCOMMODATION

This interactive workshop will help employers navigate the intersection between disability, protected leave, and discipline. The workshop will also help employers determine when it is appropriate to discipline an employee for conduct that the employee claims is related to a disability. We will also review the interactive process, how to identify and implement reasonable accommodations, and how to lawfully separate a disabled employee through disability retirement.

PREVENTION AND CONTROL OF ABSENTEEISM AND ABUSE OF LEAVE

This workshop provides effective solutions to the most persistent and vexing problems of employee absenteeism and/or abuse of leave privileges.

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.

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.”

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.

MAXIMIZING PERFORMANCE THROUGH DOCUMENTATION, EVALUATION, AND CORRECTIVE ACTION

This workshop takes supervisors and managers through each step of performance management from objectively evaluating performance to using effective communication techniques, documenting performance issues and, if necessary, imposing discipline.

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 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.