SUPERVISORS’ BOOT CAMP

With

Got employees? We can help!

Thursday, October 3, 2019
8:30 AM - 4:30 PM
$99.00

VERNON COLLEGE CENTURY CITY CENTER
4105 MAPLEWOOD AVE
WICHITA FALLS, TX

Penny Miller presents a crash course in supervision, designed to teach supervisors how to handle the many difficult and common situations they will encounter with employees on a daily basis.

Seminar topics include:
- Moving from Peer to Supervisor
- Supervisory Roles and Liability
- Employment Law Basics for Supervisors, including:
  - Fair Labor Standards Act (Wage and Hour)
  - Family Medical Leave Act
- Equal Employment Opportunity and Sexual Harassment
- Basic Interviewing Do’s and Don’ts
- Conducting Performance Feedback
- Disciplinary Actions
- Lawful Terminations
- Supervisor’s Role in Handling Unemployment Claims
- Effective Meeting Management
- Bargaining Rights for Non-Union Employee

Trainer: Penny Miller, SHRM-CP, SPHR, CEBS

For more information contact:
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