TENTATIVE TRAINING SCHEDULE

Monday and Tuesday 8:30 a.m. – 4:30 p.m.
Wednesday 8:30 a.m. – 12:00 noon

Content
I. Employment Laws (FLSA, FMLA, ADA, E-Verify, ADA, etc.)
II. Recordkeeping & Retention Schedule
III. Reporting Requirements
IV. Personnel Files (what goes in it, who sees it, what doesn’t go in it)
V. New Hire Process (job descriptions, core competencies, interviewing techniques, making an offer, notifying applicants, onboarding & orientation, performance expectations, time sheets)
VI. Benefits (Insurance, retirement, paid leave, holidays, intersecting leave & the ADA & Workers’ Comp)
VII. Policies (EEO, harassment, anti-retaliation, conflict of interest, professional conduct, workplace violence, disability & religious accommodations, immigration law compliance, personnel policy, outside employment, drug-free workplace, smoking, attendance & compensation, COBRA, USERRA, social media & social networking, salaried exempt deductions in pay)
VIII. Performance Management (setting performance factors, goals and measures; evaluations, performance improvement plan, individual development plan, progressive discipline, transforming toxic employees, demotions, suspensions, terminations, due process)
IX. Helpful resources
X. Roundtable discussion, Q&A

DAILY SCHEDULE – Training Rooms: Atlantic 7 & 8

Monday, 2/24/2020
7:30 – 8:30 a.m. Continental Breakfast
8:30 a.m. – 12:00 n Sessions
10:15 a.m. Break
12:00 n – 1:00 p.m. Lunch on Your Own
1:00 – 4:30 p.m. Sessions
2:45 p.m. Break

Tuesday, 2/25/2020
7:30 – 8:30 a.m. Continental Breakfast
8:30 a.m. – 12:00 n Sessions
10:15 a.m. Break
12:00 n – 1:00 p.m. Lunch on Your Own
1:00 – 4:30 p.m. Sessions
2:45 p.m. Break

Wednesday, 2/26/2020
7:30 – 8:30 a.m. Continental Breakfast
8:30 a.m. Sessions
12:00 noon Training Ends