

LMVT Effective Supervisor[®] Training 2023



LEHR MIDDLEBROOKS
VREELAND & THOMPSON, P.C.

LABOR • EMPLOYMENT • IMMIGRATION

Your Workplace Is Our Work.[®]

The Effective Supervisor®

Your Presenter for This Program



Richard Lehr is a founding partner of the firm, representing employers from the north slope of Alaska to south Florida regarding workplace issues and problem prevention strategies. He is Vice-Chair of the Manufacture Alabama Workforce Development Committee, a member of the Executive Committee of the Worklaw Network and the author of several books and articles regarding employment issues.



Whitney R. Brown is a partner with the firm, representing employers in discrimination and leave-related suits, and also counseling them in making employment decisions which present a risk of litigation. Whitney has recently been named an "Up and Coming Attorney" in Labor and Employment by Chambers USA; and has frequently been named a "Rising Star" among Birmingham employment lawyers by Super Lawyers, Birmingham Magazine, and others.

The Effective Supervisor® Seminar

The key to avoiding employment litigation is simple: training. The best, most-carefully written policies provide no protection to an employer when its supervisors don't know the policies or don't understand them. As EEOC's Regional Attorney William R. Tamayo noted: "We continue to see at the EEOC a failure of companies to train their supervisors in what actions or omissions can expose the company to liability." Since Mr. Tamayo made that statement, workplace laws and leaves have grown only more complex. It is no longer sufficient to depend on good manners; today's supervisors need superb training to increase their effectiveness and avoid violating employment laws.

Our information-packed, full-day program provides supervisors with a fundamental understanding of the law and employer rights. We'll discuss recent changes to workplace laws and focus on the "growth" areas of increased EEOC enforcement and employment litigation, like disability claims and medical leave. We give supervisors the tools to recognize and respond to situations that could develop into administrative or legal claims. We'll go beyond the legalese and discuss effective leadership and communication skills so that supervisors feel comfortable handling difficult situations and can speak confidently and compassionately when addressing tough issues like diversity in the workplace, changes in procedures, and employee medical issues.

Who Should Attend?

Our Effective Supervisor® presentations are prepared especially for front-line supervisors, managers, as well as HR professionals and small business executives who regularly weigh in on employee relations issues. We cover the full spectrum of the employment relationship: from effective interviewing and hiring, to comprehensive documentation and disciplinary responses, to termination.

We also cover sticky situations – like employee requests for accommodation or complaints about co-workers and management – where the supervisor's first response can be the key to avoiding litigation or a union campaign. This interactive program will focus on employer rights: what a supervisor can and should do in order to manage their workforce in an effective, positive, and legal manner.

Informative and Relevant Topics

Attendees of The Effective Supervisor® seminar will receive relevant and timely information for all phases of the employment relationship, from hiring to evaluations to discipline to termination. The topics covered include:

- Engaging your workforce
- The employment law basics
- Identifying and partnering with Human Resources or upper-level management to resolve complaints of harassment, discrimination, or retaliation
- Contributing to the implementation of reasonable accommodations while upholding performance standards
- Conducting effective interviews and managing an efficient hiring process
- Investigating any employee or resources issue
- Communicating to build credibility
- Documentation that gets respect and results
- Ending the employment relationship



Seminar Dates



May 4, 2023	Huntsville, AL – Redstone Federal Credit Union 220 Wynn Dr, Huntsville AL	8:30 a.m. – 4:00 p.m.
May 11, 2023	Montgomery, AL – MAX Credit Union 400 Eastdale Cir, Montgomery, AL	8:30 a.m. – 4:00 p.m.
Oct. 19, 2023	Decatur, AL – Police and Fire Training Center 4119-A Old Hwy 31, Decatur, AL	8:30 a.m. – 4:00 p.m.
Oct. 24, 2023	Birmingham, AL – Legacy Community Federal Credit Union 100 Corporate Ridge, Birmingham AL	8:30 a.m. – 4:00 p.m.

Registration Fee

# of Attendees	Cost Per Person
1-2	\$245
3-9	\$220
10 or More	\$195

The Effective Supervisor®

Principles of Effective Leadership

- Building a culture of success.
- Building a culture of engagement.
- Communicating and leading through times of change.

A Supervisor's Guide to Employment Laws

- Employment at will and its exceptions.
- Anti-discrimination law: "Equal opportunity employer" doesn't mean you must treat all employees the same...so what does it mean and who does it cover?
- The rest (or most of them): National Labor Relations Act for union and non-union employers; Fair Labor Standards Act; Family Medical Leave Act.
- Anti-retaliation law: Turning a molehill of a frivolous complaint into a gold mine for a plaintiff's attorney.
- Technology in and around the workplace: Addressing concerns about social media, recording devices, and electronic property.
- Rights employees think they have (but they don't).

Harassment, Bullying, Violence: A Supervisor's Role and Responsibilities

- Drawing the line between irritating and illegal.
- Managing in the #MeToo movement.
- Practices to prevent workplace violence.

Medical (and Religious) Matters Matter

- Religious accommodations: What is required and what is not.
- Disability accommodations: the safe question that will help you determine if an employee needs a disability accommodation and creating those accommodations.
- Pregnancy accommodations: are they required, and, if so, in what circumstances?
- Why you should love the Family Medical Leave Act.
- Managing employees who are receiving accommodations or leave.

Successful Hiring and Interviewing

- The best questions to ask, the legal questions to ask, and winning over the best candidate.

Managing Employee Performance and Conduct

- Great Documentation: Writing that gets responses from subordinates, appreciation from Human Resources and your boss, and deference from employment agencies, judges, and juries.
- Performance Evaluations: Exhibit A, but whose?
- Investigations: Organizing and documenting he-said/she-said situations.
- Discipline: Teach or punish?

Ending the Employment Relationship

- Handling resignations, terminations, and reductions in force.

Questions and Answers

- Clearing up confusion and returning to topics of the most significance to our attendees.



Registration for The Effective Supervisor[®]

Send Completed Registration Form with Your Check to:

Lehr Middlebrooks Vreeland & Thompson, P.C.
Attn: Jennifer Hix, P.O. Box 11945, Birmingham, AL 35202-1945

**Register with a credit card by visiting us online at www.lehrmiddlebrooks.com
or by phone by calling Jennifer Hix at (205) 323-9270.**

Registrant(s)

Program Location and Date

Company Name, Contact Person, and Phone No.: _____

Enclosed please find payment in the amount of \$_____.

Substitution Policy: You are welcome to substitute attendees; however, we ask that you please notify us in advance.

Cancellation Policy: For a full refund, notice of cancellation must be received five days before the program. Any cancellation received 24 hours before the program will result in a 50% refund. Cancellations or "no shows" on the date of the program will not be eligible for a refund. You may attend the program at any other location if you cannot attend at your scheduled location.

***LMVT's In-House Training Programs**

Do you want to bring all of your supervisors up to speed? Our programs address a wide range of diverse topics that are relevant to today's workplace and can be customized to suit your needs, focusing on YOUR COMPANY's handbook, policies, and practices. For additional information, please visit our website (www.lehrmiddlebrooks.com) or contact Whitney Brown at (205) 323-9274



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