

LMVT Effective Supervisor[®] Training 2024



LEHR MIDDLEBROOKS
VREELAND & THOMPSON, P.C.

LABOR • EMPLOYMENT • IMMIGRATION

Your Workplace Is Our Work.[®]

The Effective Supervisor[®]

Your Presenter for This Program



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 9, 2024*	Dothan, AL – Wiregrass Rehabilitation Center 795 Ross Clark Cir, #1, Dothan, AL	8:30 a.m. – 4:00 p.m.
May 23, 2024	Huntsville, AL – Redstone Federal Credit Union 220 Wynn Dr, Huntsville, AL	8:30 a.m. – 4:00 p.m.
Oct. 22, 2024	Birmingham, AL – Legacy Community Federal Credit Union 100 Corporate Ridge, Birmingham AL	8:30 a.m. – 4:00 p.m.
Oct. 24, 2024	Decatur, AL – Police and Fire Training Center 4119-A Old Hwy 31, Decatur, 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 Dothan program is subject to a minimum registration threshold. If fewer than 20 participants have registered by 4:00pm Central on April 29, 2024, LMVT may cancel the program and make a full refund to the registered parties. If LMVT exercises this option, it will inform the registering contacts as soon as possible but no later than seven days before the event.

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: Jeannie Cobb, 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 Jeannie Cobb at (205) 323-9271.

Registrant(s)

Program Location and Date

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

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

Huntsville, Birmingham, and Decatur programs:

Cancellation Policy: To receive a full refund, the registering party must send written notice of cancellation by e-mail to jcobb@lehrmiddlebrooks.com by 3:00pm Central time *seven* calendar days prior to the program. Any cancellation received after this time but before 8:00am Central on the business day before the program begins is non-refundable but may be transferred to Huntsville or Decatur programs within the same calendar year. Due to more limited capacity at the Birmingham site, we can finalize transfers to that program only if there are openings at 7 days before the event. Non-refundable registration fees that a customer does not transfer can be partially applied to future programs in 2025 (50% credit per registrant). Alternatively, full value of non-refundable registration fees that a customer does not transfer or use for a discount at a future program can be applied as a discount to in-house or virtual Effective Supervisor presentations scheduled to be completed prior to May 1, 2025. The final cost of in-house or virtual presentations depends on travel time (if applicable), if extensive customization of the presentation is requested, and other factors which may affect hard costs or the presenter's time away from work/home. Cancellations occurring after 8:00am Central on the business day before the program begins will not be eligible for a refund, transfer to another location, partial credit for a future program, or as a discount for an in-house or virtual program.

Dothan location only:

Minimum registration: LMVT may cancel and fully refund this program if fewer than 20 participants have registered by 4:00pm 10 calendar days before the program. If LMVT exercises this option, it will inform the registering contact as soon as possible but no later than seven days before the event.

Cancellation Policy: To receive a full refund, the registering party must send written notice of cancellation by e-mail to jcobb@lehrmiddlebrooks.com by 3:00pm Central time *ten* calendar days prior to the Dothan program. Any cancellation received after this time but before 8:00am Central on the business day before the program begins is non-refundable but may be transferred to Huntsville or Decatur programs within the same calendar year. Due to more limited capacity at the Birmingham site, we can finalize transfers to that program only if there are openings at 7 days before the event. Non-refundable registration fees that a customer does not transfer can be partially applied to future programs in 2025 (50% credit per registrant). Alternatively, full value of non-refundable registration fees that a customer does not transfer or use for a discount at a future program can be applied as a discount to in-house or virtual Effective Supervisor presentations scheduled to be completed prior to May 1, 2025. The final cost of in-house or virtual presentations depends on travel time (if applicable), if extensive customization of the presentation is requested, and other factors which may affect hard costs or the presenter's time away from work/home. Cancellations occurring after 8:00am Central on the business day before the program begins will not be eligible for a refund, transfer to another location, partial credit for a future program, or as a discount for an in-house or virtual program.

***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 wbrown@lehrmiddlebrooks.com or (205) 323-9274.



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