

McNEES TRAINING ACADEMY



Customized Labor & Employment Law Training for Your Workforce

The McNeess Labor and Employment Law Practice Group wants to help you build an efficient, effective training curriculum that is customized to suit the needs of your workforce. Let us work with you to craft a training program that will help ensure that your HR and management teams have the training they need to conduct business with the confidence that they are on solid legal footing.

You identify your priority training needs and your target audience, and we will tailor a training program just for you. Training topics cover the gamut from basic HR skill-building and general labor and employment law compliance, to narrowly focused, industry-specific topics. The length of your training program will vary based on your needs – from a 30-minute executive briefing to a full-day intensive workshop. Audiences may range from small groups to your entire salaried or hourly workforce, Board members, supervisory staff, and more. We can also design your training program to help you “train the trainer” – coaching your HR and management teams on how to effectively train hourly employees on selected legal issues – and extend the value of your tailor-made training program. All of our training programs are available on a fixed fee basis.

The training topics listed below provide just a sampling of the training programs that we can tailor to suit your Company’s needs.

HUMAN RESOURCES BUILDING BLOCKS

- Identifying and Preventing Harassment and Discrimination in the Workplace
(module for hourly employees also available)
- Employment Law 101
- Hiring 101: Interviews, I-9s and Background Checks
- Hiring 202: Offer Letters, Non-Competes and Employment Contracts
- Introduction to Wage and Hour Law
- FMLA/ADA 101: Employee Rights and their Limits
- FMLA/ADA 202: Effective Administration of Leave and Accommodation Programs
- Fundamentals of Effective Workplace Investigations
- OSHA Compliance for HR Managers

LABOR RELATIONS

- What Non-Union Employers Need to Know About the NLRA
- What Union Employers Need to Know About the NLRA
- Union Awareness: Best Practices and Policies
- The Nuts and Bolts of Union Representation Elections
- Managing a Unionized Workforce
- Best Practices for Grievance Administration and Labor Arbitration
- A Guide to Effective Labor Negotiations
- Work Stoppage Contingency Planning

EMPLOYEE BENEFITS

- What HR Needs to Know About Employee Benefits Law
- Complying with the Affordable Care Act (Health Care Reform)
- HIPAA Compliance for HR and Benefits Professionals
- Understanding Your Section 125 Plan
- Understanding Fiduciary Responsibility
- Employee Benefits Law Update

HUMAN RESOURCES MANAGEMENT AND LEGAL COMPLIANCE

- Wage and Hour Compliance Pitfalls
- Advanced FMLA/ADA: Effectively Addressing the Toughest Challenges
- Understanding Military Leave Laws and Other Leave Mandates
- Your HR Audit: Identifying and Addressing Common Compliance Issues
- A Roadmap for Use of Independent Contractors and Temporary Employees
- The Ten Most Important Policies in Your Handbook (and How to Enforce Them)
- How to Manage Toxic Employees
- I-9 (Employment Eligibility) Compliance
- Best Practices for Employee Discipline and Discharge
- Effective Management of Unemployment Compensation Claims
- Social Media and Electronic Resources in the Workplace
- Administering Your Affirmative Action Plan
- Administering Your Substance Abuse Testing Program
- Avoiding Whistleblower and Retaliation Claims
- Understanding Severance Agreements
- Non-Competes and Confidentiality Agreements: Their Value and Their Limitations

MANAGEMENT TRAINING ESSENTIALS

- Labor and Employment Law for Managers/Supervisors
- Labor and Employment Law Essentials for In-House Counsel
- Managing the Problem Employee: Documentation, Discipline and Discharge
- FMLA/ADA for Managers: Your Rights and Obligations as an Employer
- Your Role in a Government Inspection or Audit: Do's, Don'ts and What to Expect
- Anatomy of a Lawsuit: How Good Management Practices Make a Difference
- Industry-Specific Wage and Hour Compliance Issues
- Industry-Specific Labor and Employment Compliance Issues

SPECIALIZED TRAINING

- Employment Law Update (*topics tailored to your needs*)
- Understanding the Law and Limits of Employee Privacy
- Reductions in Force and Early Retirement Programs
- Tackling Equal Pay and Glass Ceiling Concerns
- Designing Your HR Record Retention Program
- Diversity in the Workplace
- Litigation Basics: Privilege, E-Discovery and Case Management
- Understanding DOT Testing and Fitness Regulations
- Construction Industry: Complying With Prevailing Wage Laws
- Construction Industry: Picketing, Reserve Gates and Protecting Your Machinery
- An Introduction to Employment Practices Liability Insurance
- Board Governance
- *Design Your Own Session*

How Can We Help You?

As you develop your training plan for the coming year, consider the McNees Training Academy as your partner. For more information please contact any of our Labor & Employment attorneys in the offices below.

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