

**RESET THE CLOCK: Replace Liability with Credibility**  
**Practical Employee Relations for HR Professionals**

**Agenda**

**Day One**

Registration..... 8:00am

**EMPLOYEE RELATIONS**

Introduction: Objectives, Strategies and Tactics..... 8:30am

**BALANCING EMPLOYEE AND EMPLOYER RIGHTS**

Employer Rights ..... 9:00am

Employee Rights..... 10:00am

Break ..... 11:00am

Employee Complaints..... 11:15am

Lunch..... 12:00pm

**MAINTAINING A HARMONIOUS WORKING ENVIRONMENT**

Discriminatory Comments..... 12:45pm

Break ..... 2:00pm

Sexual Harassment ..... 2:15pm

Threats and Acts of Violence..... 3:15pm

Adjourn Day One ..... 4:30pm

**Day Two**

**SELECTION, INTERVIEWING AND HIRING**

Selection Criteria ..... 8:30am

Recruitment and Interviewing ..... 9:00am

Reference Checking and Hiring..... 9:45am

Break ..... 10:00am

**COACHING AND COUNSELING**

Performance Management ..... 10:15am

Lunch..... 11:30am

Corrective Action ..... 12:15pm

Discharge..... 1:00pm

**HIGH RISK SITUATIONS**

Reasonable Accommodation Requests..... 1:45pm

Break ..... 2:00pm

Drug and Alcohol Abuse ..... 2:15pm

Disclosure of Medical Conditions..... 3:00pm

Workforce Reductions and Reorganizations ..... 3:30pm

Employee Misconduct Investigations..... 3:45pm

Adjourn Day Two ..... 4:30pm

**Q & A:** Questions are encouraged and answered throughout the entire program.

**ATTENDANCE TRACKING:** Sign-in sheets will be utilized each day and the instructor will monitor and record any attendee's absence from any portion of the program.