



a service by **Jeanne M. Colachico, Esq. & Associates**

Business solutions for today's business problems

Human Resources Professional Development

For today's Human Resources Professional, the ever-evolving field of Human Resources requires an artful combination of technical expertise in human resources disciplines and the practical application of new developments and nuances in employment and labor law.

Advanced Human Resources Technical Skills*

Valuing and Managing in a Diverse Workplace

Diversity (Employee Programs)

Diversity Directions: Strategies to "Walk the Walk"

Investigating Complaints of Employee Misconduct

Pitfalls in the Hiring Process: Application redrafting, conducting interviews, and new hire process issues

Employee Handbooks: Top Ten Tips for Improved Handbooks

Advanced Employee Selection and Retention Skills

HR Metrics: Identifying and Measuring Key HR Drivers

Performance Management: Coaching Managers and Employees for Improved Performance

Disciplinary Actions: Correcting Problem Behavior

Conflict Resolution

Workplace Conflict: 10 Ways to Improve Productivity and Avoid Litigation

Workplace Violence: Managing employee morale in crisis situations

Employee Recognition Programs: Most Common Mistakes

Change management: Managing through mergers, lay-offs, and other corporate changes

Employment Law Developments: The Basics and Beyond*

Employment law 101: The Legal Underpinning

Sexual Harassment

Harassment Prevention Training (all protected classes)

Disability management: FMLA, ADA, and Workers Compensation

FLSA: Wage and Hour/ Exempt vs. Non-exempt Considerations

Managing a Contingent Workforce: Temporary and Leased Employees/ Independent Contractors

OFCCP requirements and their impact on Federal Contractors

Military Leaves of Absence and the return of Deployed Employees

Cutting Edge Issues in Employment Law and their impact on the workplace

* Sample topics. Custom offerings to meet your particular needs are our specialty.

For details and fees, contact
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