

Training for Managers, Supervisors and Human Resources Professionals

WHY EFFECTIVE TRAINING MAKES GOOD SENSE

Employers face legal liability for the day-to-day actions of managers and supervisors who often lack experience and training in dealing with the host of legal considerations that govern the employment relationship. Enforcement agencies and jurors question an employer's commitment to legal compliance if the employer fails to offer training to supervisors.

Besides helping to avoid costly litigation, effective management training on employment law can increase employee productivity and improve morale. By giving managers and supervisors the tools to manage performance issues within the law, organizations can function more effectively.

WHAT SETS TRAINING WITH GOODWIN PROCTER APART: EXPERIENCE, INTERACTION, CUSTOMIZATION

Experience. Our training programs are taught by experienced employment lawyers who are familiar with your organization, its policies and culture. We emphasize practical approaches that managers and supervisors can apply. We gain credibility for the approaches we recommend by sharing real-world experiences that illustrate the consequences of poor or inconsistent management practices. Our attorneys can help managers understand how their words and actions can make the difference in the outcome of employment litigation.

Interaction. Goodwin Procter attorneys promote interactive sessions by encouraging your managers to ask questions addressing real-life issues that arise in your workplace. Effective participatory training changes the way managers think and behave.

Customization. Goodwin Procter customizes your training to address your current legal concerns and those issues that arise in your specific industry. We also tailor your training to be consistent with your business practices and written employment practices. "Cookie cutter" training solutions that oversimplify the challenge of managing employees within the law are no substitute for tailored training that is legally correct, practical and consistent with your values as an employer. We are happy to modify existing programs, add new programs or add focused modules. We can also "train the trainer." We will help you develop your own programs and coach your human resources professionals and in-house legal counsel to deliver the program on their own or with our assistance as a co-trainer.

CONTACTS

For further information on available programs, fees and other information call your Goodwin Procter attorney or contact:

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THE SEMINARS

We offer a broad range of interactive training programs aimed at increasing managerial awareness of legal issues affecting all aspects of the employment relationship. These training sessions range from 90 minutes to a full day. We customize each session to suit specific client needs.

Examples of the training we offer include:

- **Anti-Harassment Workshop** – Counsels managers and supervisors on how to reduce the risk of sexual and other discriminatory harassment in the workplace and on how to respond to harassment complaints.
- **Effective Management Practices** – An overview of effective performance management practices and the legal principles underlying them. Key topics include:
 - the hiring and interviewing process
 - performance reviews
 - employee counseling and discipline
 - handling terminations
- **Navigating Through the Laws Affecting Absenteeism** – Enables managers and supervisors to avoid pitfalls under the Americans with Disabilities Act, the Family and Medical Leave Act, workers' compensation and other laws governing employee absenteeism.
- Other popular programs include affirmative action compliance, workplace violence avoidance, managing during union campaigns, and wage and hour basics for human resources professionals.

LABOR & EMPLOYMENT PRACTICE

Goodwin Procter LLP's Labor & Employment Practice represents management in all areas of labor and employment law. Our attorneys counsel local, regional and national companies across a broad spectrum of industries. We have substantial experience advising employers with respect to all aspects of the employment relationship, including hiring and disciplinary practices, policy development and complex litigation before state and federal courts and agencies. We combine in-depth legal knowledge with focused practical experience to help managers make real-world judgments while minimizing potential exposure. We offer MCAD certified anti-harassment training.

GOODWIN PROCTER LLP

Goodwin Procter LLP is one of the nation's leading law firms with over 500 attorneys, and offices in Boston, New York, New Jersey and Washington DC.

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PRACTICAL EMPLOYMENT LAW



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