



# Staying Legal: Employment Law Basics

Wednesday, December 8, 2010, at the U.Va. Richmond Center, 8:30 am–3:30 pm

**LOWER PRICE!**



## Program Preview

Is your head spinning from trying to decipher the intricacies of public employment law? It's no wonder. Regulations are complex and constantly changing. However, poor personnel decisions can be expensive and time consuming. Therefore, it is imperative that managers and supervisory personnel follow the rulebook when hiring, evaluating, and disciplining employees.

This seminar will focus on the ABCs of basic employment law. You will learn how to avoid liability for you and your organization. You will also have the opportunity to exchange ideas with colleagues facing the same issues. Case studies of real work situations will give you practical techniques and procedures to use back at the office.

Attend this seminar and learn to

- ▼ hire the right person the right way
- ▼ handle employee complaints
- ▼ correct deficient performance
- ▼ investigate conduct issues
- ▼ adapt a model for addressing problem situations
- ▼ use the Employee Assistance Program as a management tool

## About the Trainer

**Cindy Taylor** is a learning consultant with Chesterfield University where she teaches courses through the university's schools of Quality and Continuous Improvement, Leadership and Personal Effectiveness, and Policy and Practice. Previously she implemented the county's first Employee Relations Unit.

After 25 years of human resource management, Cindy's areas of expertise include employee relations; organizational development, training, and evaluation; mediation; professional certification; facilitation; and MBTI®.

An active member of the International Public Management Association for Human Resources (IPMA-HR), Cindy is a contributing author in Leadership Secrets of Local Human Resource Officials published by ORACLE and IPMA-HR. She has a B.A. from Virginia Tech and an M.A. in public administration from George Mason University.

## Who Should Attend

Supervisors, team leaders, human resources staff, and those responsible for ensuring compliance within the organization.

## Program Details

### Date & Time

Wednesday, December 8, 2010, 8:30am – 3:30pm

### Location

U.Va. Richmond Center  
2810 N. Parham Road, Ste 300, Richmond, VA 23294  
804/662-7464  
<http://www.scps.virginia.edu/Richmond>

### Travel Directions

Visit: <http://scps.virginia.edu/maps/ridirections.htm>

### Cost

~~\$100~~ **\$75 (New Price)** includes lunch. Payment or PO# must accompany registration

### Cancellation

A \$20 fee will be charged for cancellations prior to December 1. After that date registrants will be charged the full registration fee.

### Questions?

Contact Billie Easton at (804) 371-0202 or email [bee2u@virginia.edu](mailto:bee2u@virginia.edu)

## New Online Registration!

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## Registration Form

Please submit only one name per registration form.

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Locality \_\_\_\_\_

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**Virginia Institute of Government, U.Va.**

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Richmond VA 23219

Attn: Chris Johnson



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