



Staying Legal: Employment Law Basics

Wednesday, April 14, 2010, at the UVa Richmond Center, 8:30 am–3:30 pm



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, April 14, 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 includes lunch. Payment or PO# must accompany registration

Discount

Send three, the fourth is free—For every three registrants from the same organization, the fourth person can attend at no cost. (All registrations must be submitted together.)

Cancellation

A \$20 fee will be charged for cancellations prior to April 7. After that date registrants will be charged the full registration fee.

Questions?

Contact at (804) 371-0202 or email chrisj@virginia.edu

New Online Registration!

Please call Chris Johnson at (804) 371-0202 for your account password then you can register online at <http://www.coopercenter.org/customer-portal>

www.VaInstituteofGovernment.org

Registration Form

Please submit only one name per registration form.

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Name _____

Title _____

Locality _____

Address _____

City _____

State _____

Zip _____

Phone _____

Fax _____

Email _____

Please indicate any special dietary or physical needs.

Make checks payable to: *Virginia Institute of Government, U.Va.*

___ check enclosed

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Fax registration form to (804) 371-0234 or mail to

Virginia Institute of Government, U.Va.

700 East Franklin Street, Suite 700

Richmond VA 23219

Attn: Chris Johnson



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