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2021 RLG (Free) Training

Employment lawyers uniformly recommend employers take more time to educate supervisors and managers on their responsibilities under state and federal employment laws as the actions of these people are many times a company's first line of defense. It is no longer sufficient for the company's executives and human resource professionals to understand the various employment laws, but managers and supervisors also need to be educated on the requirements and risks as well.

As you fill your 2021 calendar, don't forget that Roe Law Group offers one hour of free training each year for your managers and supervisors. Please reach out if you are interested in scheduling one these trainings for your managers:

1. Effective Communication and Managing Employee Performance: Communication skills are critical for supervisors, who must hear and understand employees' concerns and manage performance. The purpose of documenting performance problems properly isn't just to protect the employer in case a worker files a lawsuit. It's also to show all the steps the manager has taken to help someone be successful. Thus, managing employee performance requires effective communication, documentation of performance and clear and complete performance reviews (whether formal or informal) Key Learning Points: (a) how to communicate clearly and concisely verbally and in writing; (b) positive and effective documentation; and (c) the importance of what is said and written during the appraisal process.
2. Employment Law - Minimize Risk and Gain Confidence: Supervisors and managers must understand the basics of employment laws and regulations when dealing with employees, but few have received training in these areas. This workshop will look at what they need to know to avoid legal and practical issues and to meet their obligations as supervisors. The session will also assist managers in working collaboratively with Human Resources. The topics covered include: state and federal discrimination laws; interviewing, hiring and discharging employees; dealing with an employee accommodation request; identifying basic leave issues; state and federal wage and hour laws and identifying and avoiding harassment problems. Key Learning Points: (a) understanding of current state and federal employment laws, rules, and regulations and recent cases; (b) how to apply employment laws, rules, and regulations to any situation; and (c) avoiding common mistakes.
3. Reasonable Suspicion: Drug and alcohol use can create significant problems in the workplace. Reasonable suspicion training is critical for managers and supervisors, whether

or not your company has a drug testing policy. This session is designed to address how to identify substance use and abuse in the workplace and what to do (and not to do!) if reasonable suspicion exists, how to make employment-related decisions based on patterns of erratic or abnormal behavior, disorientation or confusion and/or an inability to complete routine tasks. Key Learning Points: (a) understanding what reasonable suspicion means; (b) how to identify whether an employee is under the influence at work; and (c) what to do when reasonable suspicion exists.

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