



Human Resources and Legal Training

Magas Media Consultants, LLC (MMC) develops public relations programs that connect our clients to the audiences they need to reach. If your organization is looking to sell a product or service, excite investors, highlight an important social issue or communicate during a crisis, our public relations consultants have the experience, creativity and resources to establish your company as the best among your competition.

HUMAN RESOURCES & LEGAL TRAINING

The question is not if your organizations' understanding of employment law will be tested- it's when. Today, more than ever, employers must have the knowledge and skills to navigate through the maze of federal and state employment laws that govern the workplace. Making costly mistakes is easy if you don't understand the complexities of, and interplay within, the ADA, FMLA, FLSA and other employment laws. To allow employers to conduct business free from fear of lawsuits or employee retaliation, MMC's trainers have designed Human Resources and Legal trainings on everyday workplace areas of increasing regulation and litigation. Participants will learn how to:

- Comply with the various changing state and federal laws and company specific policies
- Protect the company and yourself upon the hiring, discipline or termination of an individual
- Respond effectively to EEOC charges of discrimination
- Handle common legal issues that arise in the context of employee recruiting
- Write good job descriptions and develop fair compensation for legal compliance and effective management
- Conduct effective workplace investigations
- Navigate and effectively administer Medical, Military, Vacation and Holiday Leave

OUR CUSTOMIZED HUMAN RESOURCES AND LEGAL TRAINING PROGRAMS

MMC offers comprehensive Human Resources and Legal training for executives, HR professionals, managers and employees. To meet the needs of your organization, we offer customized training, which includes the following:

Employment Law From A to Z

Learn about the hottest areas of employment law, including ever-changing statutory laws such as how to protect employee privacy, write legally sound employee handbooks, discipline and terminate employees properly, and handle other key responsibilities. You'll find out how to head off employee complaints, claims and lawsuits. The training class covers topics such as the ADA, Equal Pay, Affirmative Action, FMLA Anti-Discrimination Laws, Drug-Free Workplace and company specific policies.

Employee Discharge and Documentation

Learn how to discipline your company and yourself when you have to hire, terminate or protect an individual. By attending this training, you'll gain a clear understanding of how to investigate alleged employee misconduct and how to protect your company from employment-related litigation.

EEOC Compliance

When setting a policy, conducting an interview, investigating a complaint or terminating an employee- you're the front-line defense for keeping your company out of trouble. Learn how to comply with changing discrimination laws and how to legally respond to EEOC charges of discrimination. Our trainers will provide you with tips for conducting investigations, tell you what policies you should include in your employee handbook and explain the do's and don'ts of handling difficult terminations.

Supervisory Leadership Skills Training

With the guidance of MMC's trainers, your supervisors will identify, examine and practice skills and techniques aimed to develop and foster effective supervision. This training covers such topics as embracing the supervisory role, basic human resources management, communication skills, coaching and motivating for high performance, managing performance and effective time management.

Sexual Harassment & Workplace Anti-Harassment Training

Our trainers conduct an effective and interactive course for all levels of employees

covering relevant federal and state law and prevention and correction of various forms of workplace and sexual harassment. We can also customize our workshop to include your organization's sexual harassment and workplace anti-harassment policies and procedures.

Diversity and Disability Awareness Training

Whether your goal is to raise awareness, enhance behavior, or communicate policies, MMC's trainers can create a dynamic diversity and disability training program that employees find both engaging and practical. The session can include information on: the ADA, returning Veterans, targeted recruitment, enhancing and appreciating diversity, improving customer and employee relations and loyalty, and interpersonal communication skills.

Safe Hiring, Recruitment & Orientation

This training provides helpful strategies on handling common legal issues that arise in the context of employee recruiting, including such areas as safe interviewing techniques, pre-employment testing, screening and effectively conducting orientations. We'll help you understand the legal landscape of the application and hiring process and show you how to gather the information you need to make a wise hiring decision. You'll learn how laws affect what you can say and ask during an interview and how to avoid discriminatory screening practices. You'll also learn the latest on e-cruiting, including how to handle data and protect your company from audits.

Job Descriptions and Compensation Structure

Learn the basics of job descriptions and compensation structure. Our trainers will explain why good job descriptions and fair compensation are important for legal compliance and effective management. Don't miss this opportunity to discover the essential roles that accurate and up-to-date job descriptions play in recruiting, employee evaluation, discipline and discharge.

Time Off: Handling Medical, Military, Vacation and Holiday Leave

Find out how to navigate the various legally mandated leaves available to employees under FMLA, USERRA, ADA and Workers' Compensation, such as leaves relating to illness, injury, military leave, and disability. MMC's trainers will also address other leaves that- though not mandatory- are commonly found in most businesses today. This training is a must for anyone who handles vacation, leave and/or wage and hour issues.