



This program has been approved for 3.25 re-certification hours toward PHR and SPHR re-certification through the Human Resource Certification Institute (HRCI). For more information about certification or re-certification please visit the HRCI homepage at [www.hrci.org](http://www.hrci.org)

# How to Keep Your Company Out of Court

**Prerequisites:** None

**Schedule:** 3.25 Hour Session (8:30am –12:00noon)

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## Course Content

- Employment and Termination Guidelines Under Title VII of the Civil Rights Act
  - The Americans with Disabilities Act
  - Substance Abuse and Communicable Diseases
  - Family and Medical Leave Act (FMLA)
  - Sexual Harassment
  - Executive Order 11246 (Affirmative Action)
  - Legal & Illegal Pre-Employment Questions
  - Equal Employment Opportunity Programs
  - The Age Discrimination in Employment Act
  - Pregnancy Discrimination
  - Employment at Will
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The seminar is a 'must attend' for every person who supervises others. Designed for managers, supervisors and human resource personnel, it will review the most common laws and regulations that govern the workplace. Because 'ignorance of the law' is not a valid defense, this seminar points out potential pitfalls that can lead to very costly legal issues for you and your company!