

# HR LAW

**DON'T PUT YOUR ORGANIZATION AT RISK —  
make sure every step you take is legally sound and compliant**



## COURSE OBJECTIVE:

To provide the knowledge you need to legally and ethically manage human resources in your organization.

### *You'll learn how to ...*

- Reduce your organization's risk of being held liable in employee management situations
- Navigate the complexities of employment law and the court's interpretation of it
- Avoid danger zones that can trip up even the most seasoned HR professional
- Develop a consistent approach for every manager to use in handling employee issues
- Meet the demands of changing legislation and varying interpretations of employment laws
- Create a workplace environment that treats employees both fairly and legally
- Implement new employment management techniques that boost productivity
- Eliminate all forms of harassment and discrimination to create a safe work environment for all
- And much more!

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**Fred Pryor Seminars  
P.O. Box 25001  
395 Wellington Road South,  
London, ON N6C 6A8**

# What do you THINK?

## Posting Jobs Internally

- A new position is becoming available, and the manager wants to hire someone from outside the organization. Do you have to open it up to internal staff members first?

## Employee Handbooks

- There's a change to a policy in your employee handbook. You'd like to just send out an e-mail notice to all employees. Is that good enough?

## Workers' Compensation

- An employee's foot was run over in the parking lot of your workplace. It happened after hours, however, and the employee shouldn't have been on the property. Does this qualify for workers' compensation?

## Termination

- One of your managers has dismissed an employee who once had a stellar record with the organization. What do you need to make this termination stand up in court?

## Unemployment Benefits

- You hired a contract art director to work on site for the past year. Now that his contract is up, he's filing for unemployment benefits. Does he have a shot at getting the money?

*After this seminar, you'll know where you stand in these confusing situations and how to deal with dozens of others, so your organization stays out of legal trouble.*

## *Spend a day away from the office and ...* **GAIN A NEW PERSPECTIVE**

*on your HR challenges and new tools for meeting them confidently and legally.*

*Class Action lawsuits ... hints of sexual harassment ... regulations for interviewing and hiring. There's no end to the legal pitfalls you face every day on the job, and as a human resources professional, you're expected to stay on top of it all.*

But every day you still deal with situations that have the potential to derail your organization and land you — and your employer — in legal hot water:

- **The coworkers who flirt with one another day after day, until one of them decides to move on.** Is there a potential harassment claim?
- **The qualified applicant who was interviewed but not hired.** Could it be considered hiring discrimination?
- **The new mother on maternity leave whose replacement turns out to be a "superstar."** Is her manager obligated to hire her back?

These are just 3 examples of countless situations you might encounter in a normal day — and any one of them could blow up into major legal trouble.

In order to excel in your position, you must not only successfully handle the day-to-day duties of your HR department, you must also have a working knowledge of employment law, new hiring trends, and benefits management. That takes a lot of time and energy, and nobody understands that better than you.

Meeting that challenge requires continuing education that keeps you abreast of the latest legal changes along with the best employment practices. That is why this seminar is so important.

In one information-packed seminar, you'll learn what you need to know to handle the legal issues and gray areas you face every day.

You'll also learn how to think like a lawyer, so you can anticipate and sidestep problems before they arise. This alone is well worth the price of the seminar. If you deal with the legal issues surrounding human resources as an HR professional — or even as a manager or supervisor — you need to enroll today!

# 7 BENEFITS



## *You'll Gain by Attending*

- **Cut your organization's liability risk in employee management situations**  
*How could you promote him instead of me? Shouldn't this be at overtime pay? Isn't this a legal holiday?* Managing employees is fraught with gray areas, differing opinions, and the potential for legal problems. This seminar will equip you with an understanding of what is correct, ethical, and legal in employee/manager relations.
- **Understand the complexities of employment law and how the court interprets it**  
Often the law itself creates as many questions as it answers. Learn where to turn to find out how the courts have historically ruled on the law, so you can apply it appropriately in your organization.
- **Create a framework every manager can follow so your organization deals with employee situations in a consistent way**  
Does one manager treat employee evaluations like a friendly chat and another like a court martial hearing? Are sexual innuendos tolerated in one department and strictly forbidden in another? After this seminar, you'll be able to establish a uniform standard that can be consistently enforced organization-wide, protecting your employer from legal vulnerability and ensuring that every employee is treated fairly.
- **Sidestep the legal hot spots that trip up many HR professionals**  
Outsourcing work, benefits administration, flex time management, alternative work arrangements — the list of HR perils goes on and on. Learn to recognize and avoid trouble before it starts.
- **Meet the demands of changing workplace legislation**  
"But it used to be OK to do it this way? What's changed?" The law. It's never been more challenging — and important — for you to stay on top of legislation and regulations that affect the way you deal with employees. Get the best and latest information at this seminar.

- **Provide a workplace that's free of harassment and discrimination and safe for everyone**  
"I didn't know I was harassing her. I thought the feelings were mutual." As an HR professional, you've probably heard similar comments and maybe even seen how misunderstandings could arise. After this program, you'll know how to enforce a code that eliminates misinterpretation and allows everyone to work in an environment that is free from hurtful distractions.
- **Boost productivity organization-wide through new employment management techniques**  
Among the most exciting and valuable aspects of this program are the new skills you'll gain. Gathered from the most progressive and successful organizations across the country, these ideas will help you take workplace productivity to the next level.



### GUARANTEED RESULTS

All of our seminars are 100% SATISFACTION GUARANTEED! We're confident that this seminar will provide you with the tips and techniques you need to better understand the law as it applies to human resources. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free.*

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A POWERFUL ONE-DAY SEMINAR

# EXCITING NEW APPROACHES

*to the most demanding area of your field*

## Section I — Legislation, Case Law, Trends, and Hot Issues

- The most important employment legislation and how it affects your workplace and job
- What you must do as soon as an employee files a charge of workplace harassment
- How to calculate overtime under the Employment Standards Act (ESA)
- Drug testing — can you make it a requirement? When and how to do it to avoid pitfalls
- What you need to know about the Pregnancy Leave Act
- Tips for handling employees who are called up for military leave

## Section II — A Fresh Look at Essential Employment Practices

- Why how and where you recruit can inadvertently constitute discrimination
- Résumé red flags that signal an applicant may be setting you up for a discrimination charge
- Hiring practices that stand up under the Canadian Human Rights Act
- Consistent and fair progressive discipline practices that discourage “unlawful discharge” lawsuits
- Documentation you must have if you’re called to court
- Legalities and liabilities that arise when you outsource key organization functions
- When personality and aptitude tests are legal in hiring
- Words you must never use in describing classes of employees
- The latest insights into performance evaluations: how often to schedule them and how to construct them

## Section III — Practical Insights Into HR Administration and Benefits

- Up-to-date regulations that affect the way you administer benefits
- A sanity-saving procedure for dealing with legal record-keeping and retention requirements
- Legal pitfalls of downsizing and organizational layoffs
- How to navigate the tricky legal ins and outs of unemployment hearings and benefits
- New legalities in reporting incentive pay, benefits, and other perks
- How to successfully evaluate, discipline, and correct performance problems among managers

## Section IV — The Legalities of Policies, Procedures, and Employment Handbooks

- The first line of defense against employment practice missteps you must not ignore
- How to communicate policies and procedures so they will be easy to understand — and hold up in court
- The truth about the acceptability of using e-mail to communicate policy changes
- What you must do to ensure that employment policies and procedures comply with the law
- How to recognize legally weak language, unclear definitions, and vague employee rules

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## Your Free Course Workbook and Reference Guide

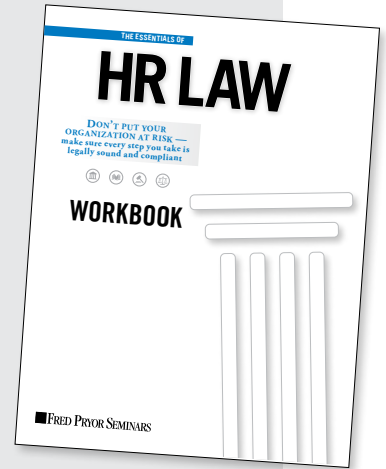
# FAQs

- Q. I know there are discrepancies in the various ways our managers handle employee issues, but I don't have the power to make them all follow a consistent approach. What can I do?**
- A.** At this seminar, you will learn the critical legal importance of establishing a code for handling employment issues that is applied throughout the organization. You'll also develop a plan for putting that system into action and gaining manager support.
- Q. Why should I bother learning what's happening now with employment law? It will only change again.**
- A.** In addition to learning about employment law as it is applied now, you will also gain something infinitely more important at this seminar — a way of looking at employment situations and issues that encompasses the tradition of how the law has been applied over time. Armed with this “internal radar,” you'll be able to help your organization avoid legal hot water over the long term in many areas.
- Q. I don't really know much about employment law. Will I be in over my head at the seminar?**
- A.** Not at all. Every acronym will be decoded and every issue discussed in terms that you can understand. You'll feel right at home. You will never be put on the spot, and your questions will be welcome throughout the program.

You're going to cover a lot of important

information at this seminar — more than you could possibly remember on your own. The great thing is, you don't have to. When you attend this program, you automatically receive a detailed workbook to use during the seminar. This

workbook is also the perfect place to jot down ideas and examples that will help you back in the office. Long after the program is over, the workbook will be a useful reference whenever you need a refresher on key principles.



## Seats Fill Fast — Enroll Today

### WHO SHOULD ATTEND

- All HR employees, managers, directors, and VPs
- Personnel managers
- Managers and supervisors with personnel responsibilities
- Small business owners

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## REGISTRATION INFORMATION

**Enroll Today!** Please add applicable HST tax for programs held in British Columbia (12%), New Brunswick (13%), Newfoundland (13%), Nova Scotia (15%), and Ontario (13%). Hurry, our seats fill *fast*. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

**Quick Confirmation!** To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your e-mail address and/or fax number.

### Program Schedule

Check-in: 8:30 a.m. – 9:00 a.m.

Program: 9:00 a.m. – 4:00 p.m.

### Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note that if you do not cancel and do not attend, you are still responsible for payment.

### Please Note

- You will be notified by e-mail, fax, and/or mail if any changes are made to your scheduled program (i.e., date, venue, city, or cancellation).
- Walk-in registrations will be accepted as space allows.
- Please, no audio or video recording.
- Lunch and parking expenses are not included.
- Dressing in layers is recommended due to room temperature variations.
- You will receive a Certificate of Attendance at the end of the program.

### Tax-Exempt Organizations

If you are tax-exempt, please fax written documentation stating that you are tax-exempt certified to 1-866-750-5695, or mail with registration and payment to P.O. Box 25001, 395 Wellington Road South, London, ON N6C 6A8.

### Continuing Education Credit

Fred Pryor Seminars offers Continuing Education Credits that are based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines, and approval is at the discretion of your licensing board. **Questions and concerns should be directed to your professional licensing board or agency.**

### Update Your Contact Information!

Simply make corrections to the mailing label on the back page of this brochure. **Mail** corrections to P.O. Box 25272, 395 Wellington Road South, London, ON N6C 6B1, or **fax** to 1-866-750-5695. We'll change our records for the very next update. Thanks!

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Registration form sections 1-4: YES! Please register me for the one-day, The Essentials of HR Law seminar. IMPORTANT! Please fill in VIP number as it appears on the address label. ORGANIZATION INFORMATION. QUICK CONFIRMATION.

Registration form sections 5-6: NAMES OF ATTENDEES. METHOD OF PAYMENT. Includes fields for attendee names, job titles, email addresses, and payment options.

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Note: If you've already registered by phone, by fax, or online, please do not return this form.

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