

Soft-Train



*At Soft-Train
Technology Works*

Human Resource Management (3 Days) ST00047

COURSE GOAL: To ensure effective recruitment, selection, training, performance appraisal, recognition, and corrective/ disciplinary action.

PREREQUISITES: None.

LEARNING OBJECTIVES:

Upon completion of this course, the student will be able to:

- Reconcile the company needs with a specific job.
- Recruit and hire the best possible employees.
- Assess the current Employees.
- Separate employees when necessary.
- Develop a competitive compensation package.

KEY TOPICS:

I. Hiring

- A. Defining the Job
- B. Writing the Job Description
- C. Recruiting
- D. Interviewing
- E. Verifying Employment Eligibility

II. Performance Evaluation

- A. Introduction to Performance Evaluations
- B. The Job Description
- C. Employee Self-Review
- D. Structured Performance Reviews and Discrimination

III. Training

- A. Strategy
- B. Safety
- C. Sexual Harassment
- D. Training Records

IV. Benefits

- A. The Family and Medical Leave Act
- B. Health Benefits
- C. Consolidated Omnibus Budget Reconciliation Act of 1985
- D. Health Insurance Portability and Accountability Act of 1996

V. Compensation: Fair Labor Standards Act

- A. Minimum Wage Law
- B. Compensable Hours
- C. Equal Pay Act
- D. Child Labor Laws

- E. Benefits and Payroll
- F. Exempt vs. Nonexempt Under the FLSA
- G. Wage & Hour Violations

VI. Employment Laws

- A. Key Federal Laws
- B. Prohibited Acts
- C. Enforcement Mechanisms
- D. Proof of Discrimination
- E. Title VII Remedies
- F. Federally Protected Classes
- G. State and Local Protected Classes

VII. Hot-Button Issues: Sexual Harassment and Workplace Violence

- A. Sexual Harassment Defined
- B. The Ellerth/Faragher Defense
- C. Sexual Harassment Investigations
- D. Workplace Violence

VIII. Privacy Issues

- A. Background Checks
- B. Medical Information During the Hiring Process
- C. Monitoring Employees in the Workplace
- D. Invasion of Privacy
- E. Defamation, Libel, and Slander
- F. Intentional Infliction of Emotional Distress or Outrage
- G. False Imprisonment

IX. Firing and Separation

- A. Employment At-Will Privilege
- B. Progressive Discipline
- C. The Termination Session
- D. Wrongful Discharge

- E. The Worker Adjustment and Retraining Notification Act

X. Documentation and Records Retention

- A. Personnel Records in General
- B. Medical Information
- C. Other Documents That Should Not Be Kept in a Personnel File
- D. Minimum Document Retention
- E. Document Retention Policies