

Supervisory and Elected Official Training Options

Presented by Flaherty & Hood, P.A. Labor and Employment Attorneys and Analysts

For employers, managing policy, budget, operational, and labor and employment issues are complex and evolving. Therefore, it is important to train management, supervisors, and officials on their role in these areas and legal and best practices to ensure your organization operates effectively and efficiently and mitigates exposure to substantial legal and financial liability. Flaherty and Hood, P.A. provides extensive and engaging trainings.

Topics

Managing Employee Performance

- Foundations for managing and job development/rewarding
- Feedback and coaching and counseling
- Performance evaluations/plans
- Complaints and Investigations
- Discipline

Workplace Conflict Resolution

- Establish expectations and causes of conflicts
- Resolving conflicts & conflict resolution process
- The do's and don'ts of workplace

Effectively Administer Leaves, Including Fitness-for-Duty

- Handling leaves
- Fitness-for-duty issues

Labor Contract Issues

- Troubling past practices
- Responding to grievances

Labor Negotiations: Prepare and Execute

- General process for negotiations
- Information to prepare before negotiations
- Information for negotiations
- Information subsequent to negotiations

Workplace Violence

- Workplace violence defined & recognizing violent potential
- Techniques to diffuse violence and responding effectively to workplace violence
- Workplace security procedures

Maintain a Respectful and Harmonious Workspace

- Environment and culture
- Communications
- Addressing bias and harassment

Wage, Hour, and Assignment and Scheduling Issues

- Wage and hour issues
- Work assignment
- Scheduling issues

Personnel Data and Open Meeting Overview

- Communicating personnel data
- Organizing personnel files
- Minnesota Open Meeting Law issues

Labor and Employment Authority of Management and Officials

- General public employer authority
- Authority over personnel and labor issues
- Personnel and labor-related liability, data, and meeting
- Recommendations

Official Ethics

- Code of conduct
- Gifts and conflicts of interest
- Compatibility of offices
- Public property and money

Workplace Planning

- What is workplace planning
- Why workforce planning is important
- Steps involved in workforce planning
- Implementation and refinement

Training Logistics

Attendees

- Supervisors, management, and/or officials

Time (Estimate)

- Around 50 minutes to 1¼ hours of presentation for each topic
- Managing Employee Performance is around 2½ hours

Form

- PowerPoint presentation and templates

Means

- In-person or virtual
- If more than one topic, can do all same day or separate days

Topics

- Any of the above

Cost

- All-inclusive flat fee for preparation, materials, presentation, and travel expenses

More information on Flaherty and Hood, P.A.'s labor relations, employment, and human resources practice area is at: <https://www.flaherty-hood.com/practice-areas/labor-relations-employment-law/>

Questions or For Quotes to Provide Presentations:

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