

**Employment Law Compliance Series**
5 Sessions –

8-10 Hours of Interactive Training

The Employment Law Compliance Series from LearnKey gives managers a solid foundation in the legal basics of employment. The series includes five complete compliance courses: ADA & Disability Law; Preventing Sexual Harassment for Employees; Preventing Sexual Harassment for Employers; Successful Hiring; and Successful Termination.

About The Author

Titles in the Employment Law Compliance Series from **LearnKey** feature the analysis and commentary of attorneys with **Lane Powell Spear Lubersky**, a law firm with offices Seattle, Washington; Portland, Oregon; Anchorage, Alaska; Olympia, Washington; Vancouver, Washington; and London, England. Founded in 1875, the firm has approximately 180 attorneys handling matters for clients locally, nationwide and internationally.

ADA & Disability Law

Section A: Knowing the ADA

- Self-Assessment
- Introduction
- What is the ADA?
- Conversation
- Assessment

Section B: The ADA & Hiring

- Compliance
- Conversation
- Job Descriptions
- Hiring Right
- Assessment

Section C: Living with the ADA

- Accommodation
- Improving Productivity
- Assessment

Preventing Sexual Harassment for Employees

Section A: Knowing the Law

- Self-Assessment
- Objectives
- Introduction
- What is Sexual Harassment?
- Assessment

Section B: Knowing Your Rights

- Male/Female
- Same-Sex Harassment
- Hostile Environment
- Taking Action
- Assessment

Section C: A Healthy Workplace

- Awareness & Prevention
- Suggestions for Success
- Assessment

Preventing Sexual Harassment for Employers

Section A: Knowing the Law

- Self-Assessment
- Objectives
- Introduction
- Defining Harassment
- Quid Pro Quo Harassment
- Hostile Environment Harassment
- Conversation
- Assessment

Section B: Program for Prevention

- Developing a Policy
- Getting the Word Out
- Conversation
- Walking the Talk
- Assessment

Section C: Responding to Harassment

- Preliminary Steps
- Conversation
- Conducting an Investigation
- Taking Action
- Assessment

Successful Hiring

Section A: Knowing the Law

- Self-Assessment
- Objectives
- Introduction
- Hiring Right
- Conversation
- Playing by the Rules
- Assessment

Section B: Describing the Job

- Efficiency & Productivity
- Conversation
- Putting it on Paper
- Conversation
- Getting the Word Out
- Assessment

Section C: Interviewing Right

- Preparation
- Interview Questions
- Face to Face
- Conversation
- Dos & Don'ts
- Assessment

Successful Termination

Section A: Introduction

- Self-Assessment
- Objectives
- The Productive Team
- A Positive Process
- Assessment

Section B: Knowing the Law

- Employment Relationship
- Conversation
- Salvaging the Job
- Listen Up
- Rightful Termination
- Assessment

Section C: Applying the Law

- Progressive Discipline
- What Went Wrong?
- The Discharge Discussion
- Perspectives
- Strategies for Success
- Assessment