

HARASSMENT

INTERVIEWING

DISCIPLINE AND DISCHARGE

ETHICS

FAMILY AND MEDICAL LEAVE

Topics can be presented in any combination and customized for your organization's specific needs. Additional topics are available.

Train Supervisors to:

- Identify the issues
- Be proactive problem solvers
- Investigate fairly
- Document the process
- Handle situations competently and confidently
- Understand the "dos and don'ts" of employment law

Training Goals:

- Help supervisors be more effective managers
- Reduce turnover by retaining valuable employees
- Avoid exposure to audits and investigations
- Avoid expensive lawsuits and litigation

Training Format:

- Group size of your choice
- Actual workplace examples
- Interspersed with question and answer periods
- Customized for your organization
- Role-playing and interactive exercises

Let us help you address your specific workplace issues.

Sample Training Outlines

Harassment

- Forms of harassment
- Identifying sexual harassment
- How to prevent claims
- When supervisors are liable
- Evaluating and investigating claims
- Retaliation claims

Discipline and Discharge

- Constructive discipline
- Disciplinary techniques
- The Seven Questions
- Performance evaluations
- Exit interviews

Interviewing Legally

- Questions you should ask
- Questions you should not ask
- How to document
- What not to document
- Sample interview

Ethics

- Do you have a policy?
- Should you have a policy?
- Benefits of written policies and examples
- Ethics hotlines

Family and Medical Leave (FMLA)

- Key differences between federal and Wisconsin law
- What are serious health conditions?
- Intermittent leave
- Using Medical Certifications
- Substitution: When can you mandate?
- Return to work issues

About the Trainers



Attorney **Deborah A. Krukowski** emphasizes her practice in the area of investigations before the ERD and the EEOC and litigation of matters under Title VII, the ADA, the ADEA, the FMLA, sexual harassment and general employment discrimination law. She is involved in developing policies and providing training in these areas as

well and gives advice on employee handbooks and policies, including wrongful discharge. She is admitted to practice in all Wisconsin state courts and before the U.S. District Courts for the Eastern and Western Districts of Wisconsin and the Seventh Circuit Court of Appeals.



Nancy F. Mueller earned her Bachelor of Science degree from St. Louis University and a Master of Arts degree in education from the University of Wisconsin-Milwaukee. Since 1979 she has assisted the firm's attorneys in research and investigation of cases. She has investigated and gathered documentation to challenge

hundreds of claims under the federal and state wage and hour laws, and federal and Wisconsin Family and Medical Leave Acts. Since 1980, she has co-presented management and supervisory training programs on all areas of employment law.

About Krukowski & Costello, S.C.

Krukowski & Costello, S.C. represents management in labor and employment law—exclusively. We work with employers to develop practical, creative and cost-effective ways to avoid disputes and litigation. We address litigation issues aggressively and get results for our clients. Krukowski & Costello offers seminars on a wide variety of labor and employment law topics, publishes the *Employment Law Manual for Wisconsin Employers* and the *FMLA Manual for Wisconsin Employers*, and offers in-house training for employers to teach managers and supervisors how to prevent and resolve problems. We are committed to providing employers with the best possible service and helping them prosper.

Krukowski & Costello's customized on-site training workshops provide valuable insight and guidance about important employment law issues.

For more information, contact **Kathy Markos**, Educational Services Coordinator, at (414) 423-1330 or kam@kclegal.com.