

**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 Trainer



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.

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

## 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.

**For more information, contact Kathy Markos, Educational Services Coordinator, at (414) 988-8421 or [kam@kclegal.com](mailto:kam@kclegal.com).**