

# **SUPERVISORS AND MANAGERS CORE TRAINING**

THESE CLASSES COVER THE BROAD VIEW OF CASE LAW AND BEST PRACTICES AS WELL AS COUNTY OF SONOMA POLICIES AND PROCEDURES.

## **EFFECTIVE DISCIPLINARY PRACTICES**

While no one likes to go there, discipline is often the next-to-last resort in an effort to retain a County worker. This workshop will provide ideas on how to go about it in the most pro-active and legal manner, while maintaining the effectiveness of the team and the individuals involved. It's a tall order but worth the effort.

## **DRUG & ALCOHOL ISSUES**

What do you do if one of your employees shows up with alcohol on their breath? What if someone's just "acting funny"? Find out what your resources and back-up are when (not if) these things occur. *Fitness for Duty* exams and privacy issues will be covered.

## **PREVENTION AND CONTROL OF ABSENTEEISM AND ABUSE OF LEAVE**

Mark Twain is reputed to have said that 95% of success in life is just showing up. This workshop provides effective solutions to the most persistent and vexing problems of employee absenteeism and abuse of leave privileges.

## **HIRING LEGALLY AND EFFECTIVELY**

Success as a supervisor or manager hinges on the people who work for you, and it all starts with hiring. It's important to get it right. This workshop is designed for supervisors and managers involved in the selection process of potential candidates for employment and takes its participants through all steps of the hiring process.

### **DISCRIMINATION LAW: STATE VS. FEDERAL**

There are differences and similarities between the federal law and the State law. Get the necessary tools and information to deal effectively with disability issues. Where does the State law stop and federal law start? Which overrides which?

### **EXERCISING YOUR MANAGEMENT RIGHTS**

Employee relations is a two-way street. This introductory overview workshop identifies your rights as supervisors and managers and shows how to exercise them in a way that can improve your management skills.

### **HANDLING GRIEVANCES**

This interactive workshop equips you with the knowledge to manage grievance situations in a way that provides maximum protection for your department or agency, and yourself.

### **MANAGING THE MARGINAL EMPLOYEE**

What do you do with the employee who does the "bare minimum" or "pushes the envelope?" Legally, what can you do? Is that marginal employee affecting your team's morale or effectiveness? Hear about effective strategies for making the best out of a not-so-good situation.

## **PREVENTING DISCRIMINATION**

This workshop will cover the broad and growing range of protections against discrimination provided to public sector employees and applicants by state and federal laws. Strategies for recognizing and preventing discrimination from job candidate to retiree will be covered.

## **AVOIDING LIABILITY**

Which is better, winning a lawsuit or avoiding it altogether? This session will provide managers with the tools they need to take preventative steps before a lawsuit is filed and invest necessary time and resources to defend a lawsuit.

## **CONDUCTING INVESTIGATIONS**

This workshop will prepare you to conduct and participate in thoroughly effective investigations of disciplinary incidents and alleged harassment. It includes how to organize the investigation, how to interview witnesses, and how to reach conclusions. Information will also be provided on specific County protocols on the supervisor's and manager's role and interaction with HR, Risk Management, and County Counsel.

## **DISABILITY INTERACTIVE PROCESS**

People with disabilities have much to offer in our workforce. And, it's the law. This workshop will cover the interactive process from start to finish. The presentation will include starting the interactive discussion, reasonable accommodation and light duty assignments.