



THE CENTER FOR AMERICAN
AND INTERNATIONAL LAW

www.cailaw.org

Sponsored by

The Institute for Local
Government Studies

and

The Institute for Law
Enforcement Administration

A Practical Guide to
Litigation-Free
Management
in the Public Sector



March 8, 2007

THE CENTER FOR AMERICAN
AND INTERNATIONAL LAW
PLANO, TEXAS

- ▶ For Municipal Attorneys, City Managers/Mayors, Police Executives and Senior HR Managers
- ▶ For employers who want to minimize their potential legal exposure
- ▶ Every registrant receives the Workbook: *A Practical Guide to Litigation-Free Management*



Litigation-Free Management

A Practical Guide to

March 8, 2007

PARTICIPANTS' COMMENTS FROM PREVIOUS PROGRAMS OFFERED BY MR. MIRARCHI...

Now I know how to keep myself and the company out of trouble, what to document and when to get HR involved.

Reduced the annual economic burden of utilizing outside counsel from over \$1 million to below \$250,000.

Questions regarding real issues we're dealing with were handled well and answered fully.

Cleared up a lot of confusion and gave me confidence on understanding what to do and say in difficult situations.

RESET THE CLOCK

MEANS:

Adopting revised policies and new practices, communicating them, and enforcing them.

Few managers are skilled in the employee relations techniques necessary to avoid legal challenges.

REPLACE LIABILITY WITH CREDIBILITY:

This highly interactive and entertaining one-day program discusses effective and ethical management practices. You will gain a wealth of practical information that's necessary to:

- Minimize outside attorney intervention and core review of your business decisions.
- Avoid bad publicity and public embarrassment.
- Protect yourself and your community/department.

Through discussion, group exercises and role playing, managers will learn and practice specific tactics to apply in significant on-the-job interactions.

HOW TO HANDLE

- Concerns about Job Security
- Personality and Attitude Problems
- Corrective Action and Discharge
- Potential Sexual Harassment Situations

HOW TO ADDRESS

- Erratic Job Performance
- Generalized Disparaging Comments
- Previously Unaddressed Behavior

HOW TO RESPOND TO

- Employee Complaints
- Discriminatory Comments
- Requests for Job Accommodations
- Reference Checks

HOW TO REACT TO

- Threats of Violence
- Serious Off-the-Job Misconduct
- Disclosure of AIDS/HIV Infection

SPEAKER

Michael J. Mirarchi is a leading expert in employment-related lawsuit prevention. He has over 20 years experience in Employment and Labor Law, Human Resources and Senior Corporate Management. Mr. Mirarchi has a B.S. in Business Administration and a Law Degree from Seton Hall University. He successfully defended Frito-Lay, Inc. from charges of discrimination, sexual harassment and wrongful termination. For over 15 years he has assisted employers and their management teams in preventing litigation.



FOUR WAYS TO REGISTER

ONLINE

credit card only
www.cailaw.org

FAX

credit card only
972.244.3431

MAIL

check or credit card only
CAIL Registrar
5201 Democracy Drive
Plano, TX USA 75024

PHONE

credit card only
972.244.3400 or 800.409.1090
8:30am-5:00pm CST

PAYMENT MUST
ACCOMPANY REGISTRATION

GENERAL INFORMATION

COURSE HOURS: Sessions are from 8:30 a.m. to 5:00 p.m. with three 10 minute breaks in the morning and afternoon. Lunch is on your own for 1 hour.

HOUSING: Please visit www.cailaw.org/hotels.html for information

CANCELLATION POLICY: Tuition less a \$50 cancellation fee will be refunded upon receipt of written cancellation received by March 1, 2007. Email cburkel@cailaw.org. After these dates, no refunds, but substitution of attendees for this program will be permitted. Registrants not entitled to a refund will receive the course materials.

TCLEOSE CREDIT: Law enforcement participants will be eligible for seven hours of Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) credit.

MCLE CREDIT: This course has been approved by the State Bar of Texas for 6.5 hrs of MCLE credit, including no ethics. Course IDNumber: 900015091. Sign-in sheets and/or certificates of attendance will be available for ALL states.

NONDISCRIMINATION POLICY: The Center for American and International Law does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, veteran status or any other protected status in educational activities, scholarship programs or admissions.

REGISTRATION

A Practical Guide to **Litigation-Free Management** March 8, 2007

at The Center for American and International Law • Plano, Texas

Tuition:

- \$245 members of the Institute for Local Government Studies (ILGS) and the Institute for Law Enforcement Administration (ILEA).
- \$295 non-members.

This includes all instruction and handouts. Lodging and meals are excluded.

Name/Rank _____

Agency _____

Address _____

City and State _____

Zip or Postal Code _____

Phone _____

Fax _____

E-mail _____

Payment Information

- Check enclosed payable to:
The Center for American and International Law
- Purchase Order attached: # _____
- Invoice my agency: Attention _____

Credit Card: Mastercard VISA
 AMEX Discover

Card number _____

Expiration date _____

Name on card _____

Billing address (if different than above address)

Signature _____

Web

ILEA or ILGS MEMBERSHIP: For ILEA or ILGS Membership information, visit www.cailaw.org.

DIRECTIONS TO THE CENTER FOR AMERICAN AND INTERNATIONAL LAW: For a detailed map and directions, please visit www.cailaw.org or call 972.244.3400. The Center is located at 5201 Democracy Drive, Plano, Texas 75024.



Litigation-Free Management
THE CENTER FOR AMERICAN
AND INTERNATIONAL LAW
5201 DEMOCRACY DRIVE
PLANO, TX USA 75024

Nonprofit
Organization
U. S. Postage
PAID
Permit No. 3778
Dallas, Texas

PLEASE NOTE: The Center for American and International Law utilizes outside mailing lists. If you receive a duplicate of this announcement, please pass it along to an interested colleague.

A Practical Guide to
Litigation-Free
Management

March 8, 2007