



Fundamentals of Employee Relations A PRACTICAL GUIDE TO LITIGATION-FREE MANAGEMENT



for

Police Chiefs - Lieutenants - Sergeants

Course Overview:

Even if you win an employment-related lawsuit, you lose! The cost to defend your department - not just in legal fees but in management time, employee morale and public relations - can be significant. A better approach is to avoid lawsuits altogether.

Poor employee relations skills can have long term negative consequences. It negatively impacts departmental budgets, police and fire services and officer morale and accounts for 60% of turnover. As a public safety executive, you are in a unique position to help your department avoid these problems.

This fast-paced, highly interactive comprehensive program provides situation-specific advice for handling the major employment-related interactions that you experience on the job. You'll learn:

- How to educate and support your management team through effective and ethical employee relations practices that minimize department and personal liability.
- Scripted responses to use in sensitive situations and prevent past events from being used to support future legal claims.
- How to avoid city managers saying to you "You should have anticipated this" after an avoidable legal claim.

Litigation-free management is a by-product of positive employee relations. In this two-day dynamic seminar specifically designed for mid-to-upper level managers in both the police and fire services, an extensive array of employee relations scenarios will be covered, including:

Topics:

How to Handle ...

- Personality and Attitude Problems
- Problematic Corrective Action and Discharge Situations
- Potential Sexual Harassment Situations
- Serious Off-the-Job Misconduct

How to Address ...

- Erratic Job Performance
- Generalized Disparaging Comments
- Concerns about Job Security
- Previously Unaddressed Misbehavior

How to Respond To ...

- Employee Complaints
- Discriminatory Comments
- Requests for Job Accommodations
- Threats of Violence

Attendees will walk away with increased confidence in handling sensitive employee relations situations that, while difficult and uncomfortable, must be addressed carefully to prevent short-term or long-term employee morale and legal problems.

Faculty: **Michael J. Mirarchi**
Mike Mirarchi is a recognized leading expert in employment-related lawsuit prevention. As a management consultant, he is dedicated to helping employers stay litigation-free.

Drawing from over 25 years of experience in employment and labor law, as corporate defense attorney and as a Human Resources vice president, he developed a unique litigation avoidance program which he has presented to more than 20,000 managers at employer facilities across North America. He successfully defended Frito-Lay, Inc. from charges of discrimination, sexual harassment and wrongful termination and for over 15 years has assisted employers and their management teams in preventing litigation.

Mr. Mirarchi has a B.S. in Business Administration and a Law degree from Seton Hall University.

Dates and Location: December 1-2, 2010
The Center for American and International Law
Institute for Law Enforcement Administration (ILEA)
5201 Democracy Drive
Plano, TX 75024

Hours: 8:30am to 4:30pm

Tuition: \$265.00

Cancellation Policy: Tuition, less a \$50 handling charge for each registration, will be refunded upon WRITTEN CANCELLATION received not later than five (5) working days prior to the program (e-mail: cburkel@cailaw.org). No refunds after this date, although substitutions of attendees for this program are permitted.

Hotel: See ILEA website at www.theILEA.org for hotel information.

TCLEOSE Credit: Law enforcement personnel attending this course are eligible for fourteen (14) hours of Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) credit.