

## COURSE HOURS

On the opening day, registration will begin at 8:00am. Sessions will begin at 8:30am and will end at 4:30pm.

## COURSE LOCATION

The Center for American and International Law, 5201 Democracy Drive, Plano (Dallas/Fort Worth metroplex), Texas.

## HOTEL ACCOMMODATIONS

The cost of lodging is not included in the tuition. Guest rooms are available at the Residence Inn, 5001 Whitestone Lane, Plano 75024. Full breakfast is included. To assure room availability, contact the Residence Inn directly at 972.473.6761 at least 30 days prior to arrival and ask for the government rate.

## NONDISCRIMINATORY 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.

## TCLEOSE CREDIT

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

## ILEA MEMBERSHIP

Membership in the ILEA is available to city, county, state and federal law enforcement organizations. Membership cost is based on the number of sworn and civilian law enforcement personnel in the agency. Member agencies may send representatives from their organizations to ILEA courses at a reduced tuition rate. For more information, visit our website at [www.theILEA.org](http://www.theILEA.org) or call our office at 972.244.3430 or 800.409.1090.



**THE CENTER FOR AMERICAN AND INTERNATIONAL LAW**  
5201 Democracy Drive – Plano, Texas 75024

**THIS COURSE IS TCLEOSE APPROVED!**

Please let us know of corrections needed in your mailing address.

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The Center for  
American and  
International Law

# A Practical Guide to Litigation-Free Management

A Short Course on Employee Relations

December 7-8, 2004  
April 5-6, 2005

Institute on  
Law  
Enforcement  
Administration

- For Police Executives, Supervisors and Related Public Managers
- Avoid Litigation that Consumes your Time and Attention
- Prevent Employee Problems Before They Turn Into Lawsuits

[www.theILEA.org](http://www.theILEA.org)

# A PRACTICAL GUIDE TO LITIGATION-FREE MANAGEMENT

A Short Course on Employee Relations

December 7-8, 2004 ■ April 5-6, 2005

Plano (Dallas/Fort Worth Metroplex), Texas

- Designed for Police Executives, Supervisors and Related Public Managers
- Avoid Litigation that Consumes your Time and Attention
- Prevent Employee Problems Before They Turn Into Lawsuits
- Learn the Basics of Employee Relations

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

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

- 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

## REGISTRATION - Litigation-Free Management

Mail, fax or e-mail to:  
Institute for Law Enforcement  
Administration  
5201 Democracy Drive  
Plano, TX 75024

Registrar Phone: 972.244.3405  
ILEA Phone: 972.244.3430 or  
800.409.1090  
Fax: 972.244.3431  
E-Mail: ilea@cailaw.org

Tuition: \$245 members of the Institute for Law Enforcement Administration, \$295 non-members. This includes all instruction and handouts. Lodging and meals are excluded.

Date \_\_\_\_\_

Name/Rank \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

## Payment Information

- Check enclosed payable to:  
The Center for American and International Law  
Check# \_\_\_\_\_ Check Amount \_\_\_\_\_
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Charge to:  Master Card  Visa  
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Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address (if different from above address): \_\_\_\_\_

\_\_\_\_\_

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## CANCELLATION POLICY

Tuition, less a \$50 handling charge, will be refunded upon WRITTEN CANCELLATION received five (5) working days prior to the program (email: cburkel@cailaw.org). After this date, no refunds, but substitutions of attendees for this program are permitted. Registrants not entitled to a refund will receive the course materials.

Please help us provide more accurate, efficient service by writing down the mailing code that appears above your name on your mailing label.

## 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 ten years he has assisted employers and their management teams in preventing litigation.

## WHAT PEOPLE ARE SAYING...

“This program should be required training for all supervisors.”

“I learned a lot that will keep me and my department litigation-free.”

“May be the overall best instructor on management issues I have experienced.”

“This course caused me to realize the need to sharpen the employee relations skills of my staff.”

“The real strength of the program was how to stay out of a lawsuit.”