

COURSE HOURS

On the opening day, registration will begin at 8:00am. Sessions will begin at 9:00am and will end at 4:30pm.

COURSE LOCATION

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

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 7 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 or call our office at 972.244.3430 or 800.409.1090.

Please Note: The Institute utilizes outside mailing lists. If you receive a duplicate of this announcement, please pass it along to an interested colleague.



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

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



The Center for
American and
International Law

Institute for
Law
Enforcement
Administration

A Practical Guide to Litigation-Free Management

A Short Course on Employee Relations

December 6, 2005
Plano, Texas

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

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A PRACTICAL GUIDE TO LITIGATION-FREE MANAGEMENT

A Short Course on Employee Relations

December 6, 2005

Plano (Dallas/Fort Worth metroplex), Texas

- Designed for Executives, Managers and Supervisors
- 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

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 company 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.”

REGISTRATION - Litigation-Free Management

Mail, fax or e-mail to: ILEA Phone: 972.244.3430 or
Institute for Law Enforcement 800.409.1090
Administration Fax: 972.244.3431
5201 Democracy Drive E-Mail: ilea@cailaw.org
Plano, TX 75024

Contribution: \$500.00 (tax deductible)

In support of the hurricane-related fundraising effort currently underway through the International Association of Chiefs of Police (IACP), the Center for American and International Law is donating space and support for this program, and Mr. Michael J. Mirarchi - creator of the Litigation-Free Management course - will donate his time, teaching talent and handouts for the course. Continental breakfast and lunch are included.

Name _____

Employer _____

Address _____

City, State, Zip _____

Telephone _____ Fax _____

E-mail Address _____

Payment Information

Payment for attendance at this program may only be made by check. **All checks must be made payable to the IACP Law Enforcement Hurricane Relief Fund.** All donations are tax deductible.

Check enclosed payable to:
IACP Law Enforcement Hurricane Relief Fund
Check# _____ Check Amount _____

All law enforcement personnel attending this course are eligible for 7 hours of Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) credit.