

# NOW OFFERING LIVE QUARTERLY JOIN IN TRAINING SESSIONS

## Upcoming Dates:

- December 11th, 2020
- March 26th, 2021
- June 18th, 2021
- September 17th, 2021
- December 10th, 2021

## Session Time Frames:

**9am-10am:**

**Discrimination & Harassment Prevention Training for Employees**

**10:30am-12pm:**

**Discrimination & Harassment Prevention Training for Supervisors**

**1pm-2:30pm:**

**Performance Management & Discipline Training for Supervisors**

Great solution for sessions that need to be made up or for new hires that have been hired since your last annual training.

All sessions are complimentary as part of your client service agreement.

Please notify me at least two days prior to the training of any attendees that you will be sending from your company.



CONTACT SHEA COMPTON, PHR -  
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# WHAT DO THE SESSIONS ENTAIL?

## DISCRIMINATION & HARASSMENT PREVENTION TRAINING FOR EMPLOYEES

### Learning Objectives

- Restate what discrimination and harassment are and why we should create an inclusive and respectful work environment
- Be able to employ harassment prevention techniques in their workplace
- Develop a strategy on what they can do to create a more respectful work environment

## DISCRIMINATION & HARASSMENT PREVENTION TRAINING FOR SUPERVISORS

### Learning Objectives

- Understand and be able to define what discrimination and harassment are and why we should create an inclusive and respectful work environment
- Understand what their responsibilities are as a supervisor or manager
- Successfully recognize and respond to a complaint from start to finish
- Recognize work accommodation requests and where to get additional assistance
- Develop a strategy to encourage a more respectful workplace in their role as a supervisor or manager

## SUPERVISOR PERFORMANCE MANAGEMENT & DISCIPLINE TRAINING

### Learning Objectives

- Understand how to effectively manage the performance management process throughout the performance review cycle
- Understand the importance of feedback and demonstrate how to give feedback for different performance-related situations and move an employee toward acceptance
- Understand the need to be able to successfully execute the progressive discipline process
- Follow the steps to create documentation that is "bulletproof" in court

**Recommended Annually  
for all Non-Management  
Employees**

**Recommended for New  
Managers and Annually for  
all Management Employees**

**Recommended for all  
Management Employees**