



# Seminars

## Employment Law Boot Camp

Schwartz Hannum PC has developed a thirteen-hour intensive human resources skills development program in response to the growing challenges confronting our clients.

Presented in an interactive seminar format, Employment Law Boot Camp reinforces participants' existing knowledge of fundamental employment laws and personnel practices by exploring major risk areas and problem-solving strategies.

Expert attorney instructors will provide extensive written resources, engaging real-life role-plays, and valuable networking opportunities for participants.

Participants will receive a comprehensive Tool Kit containing essential compliance forms, checklists and guidance.

### Topics will include:

- Hiring Traps And Strategies
- Onboarding: Best Practices For Background Checks, New Hire Training, and Agreements
- Employee Handbooks
- Wage and Hour: Top 10 Compliance Issues
- Managing Leaves Of Absence (Federal And State Leave Laws)
- ADA Basics: Managing Requests For Accommodation(s)
- Managing And Documenting Employee Performance And Discipline
- Risky Terminations: Facebook Firings, Retaliation, Medical Conditions, RIFs

### Who should attend?

- Executives
- Managers
- Attorneys
- Human Resources Professionals

### REGISTRATION NOW OPEN

#### LOCATION

Schwartz Hannum PC  
11 Chestnut Street  
Andover, MA 01810

#### OCTOBER 25 AND 26, 2017

October 25: 8:30 a.m. to 4:00 p.m.  
October 26: 8:30 a.m. to 4:30 p.m.

#### REGISTRATION DEADLINE

October 18, 2017

#### TUITION

Early Bird Registration: \$875  
(Prior to September 30, 2017)

General Registration: \$1,000

Registration is limited. There will be a maximum of 12 participants

To register, please contact Kathie Duffy at (978) 623-0900 or [kduffy@shpclaw.com](mailto:kduffy@shpclaw.com)

Schwartz Hannum PC also presents **Employment Law Boot Camp** at client facilities, tailoring it as requested with some or all of the above-listed topics in single or multi-day programs.



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