



Supervisory Skills: BOOTCAMP

subject to change

Time	Topic & Description
9:00am – 10:30am	<p>Employment Law This module provides an overview of the following major employment laws: Equal Pay Act, Title VII, Age Discrimination in Employment Act (ADEA), Pregnancy Discrimination Act, Americans with Disabilities Act (ADA), Family & Medical Leave Act (FMLA), Uniformed Services Employment and Reemployment Rights Act (USERRA), ADA Amendments Act, Genetic Information Non-Discrimination Act (GINA), and Lilly Ledbetter Fair Pay Act.</p>
	<p>Wage & Hour This module provides an overview of the wage and hour provisions of the Fair Labor Standards Act and Nevada Chapter 608.</p>
10:30am – 12:00pm	<p>Workplace Harassment This module provides an in-depth review of the laws applicable to workplace bullying and sexual harassment. This module also includes examples of what not to do based on recent court decisions and best practices for handling complaints of workplace harassment.</p>
	<p>Discipline & Discharge This module provides guidance regarding employee discipline and discharge, including types of disciplinary action, documenting discipline, and best practices.</p>
12:00pm – 1:00pm	<i>Lunch</i>
1:00pm – 3:00pm	<p>Reasonable Suspicion This module provides an overview of reasonable suspicion testing, including the indicators of drug use, alcohol misuse, and best practices for conducting drug tests based on reasonable suspicion.</p>



This program is approved for 5 HR (General) recertification credit hours toward aPHR™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™ and SPHRi™ recertification through HRCI.

This program is valid for 5 PDCs for the SHRM-CPSM or SHRM-SCPSM.

