

# Training Catalog



# LEADERSHIP

## Supervisory Skills: The Fundamentals

Four-Part Series (8 hours)

The Supervisory Skills: The Fundamentals training series is designed for current supervisors/managers as well as those employees slated for supervisory positions in the future.

Topics in this training series include:

- Employment Law
- Workplace Harassment
- Reasonable Suspicion
- Performance Management

At the end of the series, attendees will have an understanding of the laws applicable to their roles as supervisors and/or managers and what best practices are in each of the topic areas.

## Supervisory Skills: BOOTCAMP

One-Day Intensive (5 hours)

TSupervisory Skills: BOOTCAMP is a one-day intensive training bootcamp that covers the essentials—what supervisors/managers need to know to mitigate the risks of running a business and managing employees.

Supervisory Skills: BOOTCAMP is designed for current supervisors/managers, newer HR professionals, small business owners, and anyone else who would like a better understanding of the rights and obligations of being an employer in Nevada.

Topics covered in this intensive training bootcamp include:

- Employment Law
- Workplace Harassment
- Reasonable Suspicion
- Documenting Performance & Discipline

At the conclusion of the training bootcamp, attendees will have greater insight into their roles as supervisors/managers within the organization, a deeper understanding of the laws applicable to employers in Nevada, and best practices in dealing with some of the most difficult situations supervisors/managers face.

## Supervisory Skills: Advanced Skills

Four-Part Series (8 hours)

The Supervisory Skills: Advanced Skills training series explores the essential soft skills needed to be a better, more effective leader. Topics in this training series include:

- Leadership
- Communication
- Team Building
- Conflict Resolution

At the end of the series, attendees will have the tools and knowledge necessary to successfully lead and manage their team.

### Looking for on-site training for your leadership team?

We can help with that! Any of our popular leadership trainings can be brought on-site and customized for your organization. Contact [training@nevadaemployers.org](mailto:training@nevadaemployers.org) for more information.

# LEADERSHIP

## Elevate Your Expertise: An Upskilling Training Series

Four-Part Series (8 hours)

Elevate Your Expertise is designed for professionals from all industries and career levels seeking to stay ahead in their fields, adapt to industry changes, and foster personal & professional growth.

In this series, participants will gain the skills and mindset necessary to lead effectively, including understanding the key role self-awareness, accountability, and integrity play in leadership, and the importance of building trust and credibility with your team. They will also focus on effective communication, including active listening, handling difficult conversations and bad attitudes, and eliminating workplace gossip.

Understanding how to tackle roadblocks and learn new problem-solving techniques is essential to any well-rounded team. As such, this series will allow participants to delve into the root causes of conflict, how to confront them, and de-escalate. Finally, they will learn how to leverage diverse strengths, navigate cross-functional collaborations, and motivate their team to achieve common goals.

Topics in this series include:

- Becoming a Leader
- Building Trust
- Effective Communication
- Managing Conflict
- Developing Others & Delegation
- Building a Successful Team

This interactive four-part series will equip your team with the tools and knowledge needed to conquer any challenge that comes their way.



LEADERSHIP

# HARASSMENT PREVENTION

## Preventing Workplace Harassment

For Employees At All Levels (1 hour)

Preventing workplace harassment is the responsibility of all employees — from top leadership to front line employees. Inappropriate behavior and abusive conduct affect not only the employee, but the organization as a whole. Workplace harassment leads to low morale, high turnover, and a workplace culture that no one wants to be a part of. Increased awareness is the first step in curtailing bad behaviors and preventing harassment in the workplace. In this training, we will cover all forms of illegal workplace harassment, including sexual harassment, and employees' roles in maintaining a workplace free from unlawful harassment.

### Free Harassment Training for NAE Members

Stop paying for essential compliance training!

NAE membership includes harassment training for your team. Members can take advantage of live, instructor-led webinars on **Preventing Workplace Harassment**. These webinars are offered twice each month at no cost to NAE members. Register your team today!

## Harassment Prevention: Your Role as a Supervisor

For Employees in Leadership Roles (2 hours)

Bullying and harassment continue to be issues pervading the workplace. Over the last several years, there has been increased attention on harassment by both employers, who want to avoid a public scandal, and the regulators who enforce the laws governing discrimination in the workplace. As a result, many employers become anxious anytime there is an allegation of discrimination or harassment. This anxiety is not unfounded. Failing to handle the situation appropriately can be costly in time, employee morale, and to the company's bottom line.

Managers and supervisors are on the front lines of fostering a workplace that is respectful and free from unlawful harassment. They are the first line of defense in identifying and addressing instances of bullying and harassment when they arise. This training is intended to provide managers and supervisors with the knowledge and tools necessary to carry out that task, including an in-depth review of the law governing discrimination and harassment, and best practices for handling complaints of workplace harassment.



# HUMAN RESOURCES

## Human Resources Essentials

Four-Part Series (8 hours)

Human Resources Essentials covers the life cycle of employment—from interviewing and hiring to termination and unemployment. This series is designed for those who are new to human resources as well as seasoned HR professionals who want to keep their knowledge and skills up-to-date.

Keeping organizations in compliance is a necessary and constant challenge. This series will address that challenge by providing practical knowledge and best practices for handling the major areas of the employment life cycle.

Topics in this series include:

- Interviewing & Hiring
- I-9 Compliance
- FMLA & ADA / Leaves of Absence
- Unemployment Administration

At the end of the series, attendees will understand and be able to implement best practices across each stage of the employment life cycle to ensure their organization remains fully compliant.



## Interviewing Best Practices

For HR & Hiring Managers (1 hour)

During the hiring process, organizations are searching for candidates who not only fit the requirements of the job, but also the company culture. Job applications and resumes provide some of that information, but finding the most qualified candidate and best fit for the organization occurs during the interview.

This training covers interviewing do's and don'ts, including the types of questions to ask, questions to avoid, and best practices for ensuring the interview process is informative as well as compliant.

## Form I-9 Compliance

For HR & Hiring Managers (90 minutes)

The law requires that employers hire individuals who are legally eligible to work in the United States. To do that, employers must verify the identity and work authorization of each individual hired. Completing the Form I-9 is an integral part of that process. This training covers verifying the identity and employment authorization through the Form I-9, including best practices for completing the Form I-9, including how to navigate the more condensed form and supplements, and examining acceptable documents. This training will also touch on common mistakes employers make in completing the Form I-9 and how to avoid them, and proper procedures for correcting mistakes and storage/retention. Let us help you navigate the employment eligibility verification process with confidence.

# HUMAN RESOURCES

## Protecting Your Workplace: Understanding Negligent Hiring

For HR & Hiring Managers (1 hour)

Conducting background checks is a vital component of the hiring process for many organizations. These checks involve investigating an individual's past to verify their credentials, assess their suitability for a particular role, and mitigate potential risks to the company. When a background check reveals a prior conviction, many employers become weary of moving forward for fear of negligent hiring claims. This fear is legitimate. Negligent hiring lawsuits can have financial and reputational consequences. However, there are proactive measures that every employer can take to mitigate the risk of such claims.

In this training, attendees will learn about negligent hiring, including what it is and how it differs from negligent retention; the legal landscape of negligent hiring claims, including where they often arise and how often they occur; and proactive strategies to mitigate the risk of negligent hiring claims.

## Best Practices for Conducting Workplace Investigations

For HR Professionals (1 hour)

Workplace investigations play an important role in maintaining a safe and healthy work environment, resolving conflicts, and ensuring compliance with laws and regulations. How companies conduct workplace investigations can affect an organization's reputation (and legal liability) as much as the alleged conduct being investigated. Even if you possess experience in conducting interviews and gathering information from employees, workplace investigations have different objectives and require distinct techniques. Effective investigations require a systematic approach and adherence to best practices to gather relevant information to ensure a fair and appropriate conclusion and minimize legal risks.

This training delves into best practices for conducting prompt, thorough, and fair workplace investigations, including understanding the role of an investigator, planning the investigation and interviewing all relevant parties, documentation of the factual findings, and following up.

## Best Practices for Documenting Employee Performance

For HR & Employees in Leadership Roles (1 hour)

Document, Document, Document. We know failing to properly document employee performance (or worse, not documenting at all) can put the organization at risk and make it difficult to defend employment-related claims. However, we are seldom shown how to create effective documentation that not only mitigates risk but also facilitates the effective management of employee performance and behavior.

This training provides practical techniques for effective documentation, including recognizing and avoiding common mistakes with documentation, making documentation a routine task, and utilizing documentation for effective performance management. Join us to learn the who, what, when, where, and why of documenting employee performance.

# COMPLIANCE

## Fundamentals of ADA

For HR & Employees in Leadership Roles (1 hour)

The Americans with Disabilities Act (ADA) is a pivotal federal law designed to ensure equal opportunities for individuals with disabilities in various aspects of life, including employment. However, its complexities often pose challenges for employers, making compliance and administration daunting tasks. Failure to understand and implement ADA requirements correctly can lead to legal ramifications and significant liabilities for organizations. This training aims to demystify the ADA, providing attendees with a clear and concise breakdown of its fundamental elements. Participants will gain invaluable insights into ADA provisions, addressing reasonable accommodation requests, and understanding their obligations.

## Fundamentals of FMLA

For HR & Employees in Leadership Roles (1 hour)

The Family & Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave in certain circumstances. Employers often find it difficult to administer because its requirements can be confusing, and eligibility is not always clear. It is important for employers to understand FMLA and their responsibilities because failing to administer it properly can expose the organization to significant legal liability. This training will break down FMLA into its fundamental elements, making it easier to understand and administer.

## Effectively Addressing Reasonable Suspicion in the Workplace

For HR & Employees in Leadership Roles (1 hour)

Spotting an employee who might be under the influence is key to a reasonable suspicion drug test, but there's much more to it. Addressing reasonable suspicion effectively involves more than just recognizing there's an issue. This training is designed to equip managers, HR professionals, and safety leaders with the knowledge and practical skills necessary to effectively address reasonable suspicion in the workplace. That includes the steps to follow when reasonable suspicion arises — from initial observation and documentation to conducting respectful and legally compliant interventions — and best practices for navigating sensitive situations with professionalism, consistency, and compliance.

## Drug & Alcohol Awareness for Supervisors

For Employees in Leadership Roles (2 hours)

To ensure workplace safety, it is important to recognize and address potential drug and alcohol use in the workplace. This training covers what reasonable suspicion is and what it is used for, how to identify the physical, behavioral, and performance indicators of drug and/or alcohol use, and the process for addressing reasonable suspicion when it arises. At the end of this training, attendees will leave with a defensible and compliant process for maintaining a safe and drug-free work environment.

# COMPLIANCE

## Navigating Wage & Hour

For HR & Employees in Leadership Roles (1 hour)

Navigating the nuances of Nevada's wage and hour laws can be difficult for employers, especially those who are new to Nevada or operate in multiple states. This webinar will provide an overview of the Fair Labor Standards Act (FLSA) and NRS 608 to provide a general framework for understanding the wage and hour rules as well as delve into the nuances of Nevada law that are common problem areas for employers.

This training is designed for those new to Nevada wage and hour law and those who might need a refresher.

## Best Practices for Year End HR Compliance

For HR Professionals (1 hour)

Year end is a fun time to be in HR. Open enrollment, holiday parties, budgeting, and more. This webinar will cover best practices for handling year end HR compliance. HR can cross over into many segments — payroll/accounting, compliance, risk management/IT, and administration — so it's important to understand how year end affects each segment to ensure a smooth transition into the new year.

This training provides best practices for things like:

- How to evaluate your payroll, from wages to departmental checks and balances
- How to verify compliance with new laws and self-audit files, including purging files you may no longer need
- Reviewing OSHA requirements and commercial insurance reviews
- How to handle the administrative side of things like holiday parties, budgeting, and vendor contracts

Transition into the new year with ease.

## Beat the Heat: Understanding Heat Illness Prevention

For HR Professionals (90 minutes)

Recent regulations require Nevada employers with 10 or more employees to implement a comprehensive heat illness protection program, including conducting a job hazards analysis, developing a written heat illness prevention plan and emergency response procedures, and train employees to recognize and prevent heat-related illness. This training is designed for safety managers, human resources professionals, company leadership, supervisors, and anyone tasked with ensuring workplace safety.

This training will provide the knowledge and tools necessary to achieve compliance and safeguard your workforce during hot weather conditions. Participants will gain a thorough understanding of the requirements of the heat illness prevention regulation, how to develop a compliant heat illness prevention plan and integrate it into their existing safety program, and identify signs and symptoms of heat-related illness and develop strategies to mitigate them.



# OTHER TRAINING TOPICS

## Workplace Communication

For Employees At All Levels (1 hour)

How we communicate in the workplace is important not only for ensuring a productive and efficient workplace, but also for avoiding the legal pitfalls that can arise out of bad workplace communication habits — like gossip. Discussing what might seem like harmless topics can result in liability — whether true or false, whether written or spoken. This training covers the types of confidential information in the workplace, the dangers of workplace gossip (cultural and legal), the legal implications of not addressing these bad workplace communication habits, and how to avoid them.

Looking for other training topics or have questions about any of these trainings?

### EMAIL

[training@nevadaemployers.org](mailto:training@nevadaemployers.org)

### CALL

775.329.4241 or 702.329.0664

