

Managing Your Workforce

Through this workshop, hosted by Garcia & Gurney, ALC, human resources professionals, managers, and business owners will learn effective techniques and legal compliance for hiring, managing, and terminating employees including the following:

- What are notable pitfalls in the hiring process?
- What questions can you legally ask prior to employment?
- How can you effectively protect the employers' trade secrets and confidential information?
- What steps must you take to comply with the new Fair Employment and Housing Act regulations?
- What are best practices for conducting employee reviews?
- How can Performance Improvement Plans (PIP) be used effectively?
- What issues should you consider before terminating an employee?
- What are the best practices for terminating an employee?
- What should you do if you have claim from the California Employment Development Department or Department of Labor?

When: Tuesday, May 10, 2016

Wine and Cheese Reception: 5:30 p.m.

Workshop: 6:00 p.m. until 7:30 p.m.

**Where: Castlewood Country Club
707 Country Club Circle
Pleasanton, California**

Registration Fee: \$15 (no cost for current clients of Garcia & Gurney, ALC)

RSVP: Please register by calling 925-468-0400.

The HR Certification Institute has pre-approved this workshop for 1.5 hours of recertification credit towards the aPHR®, PHR®, PHRca®, SPHR®, GPHR®, PHRi® and SPHRi® certifications. The content of the workshop submitted has met the criteria of the Approved Provider Program.

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