

# WorkPlace

## TRAINING

WorkPlace HR's provides training that delivers long-term, sustained changes. WorkPlace HR offers many options, including on-site training and webinars that are tailored to meet your company's needs and culture. Topics include:

- ❖ **Affirmative Action Compliance:** Ensures that key stakeholders understand the federal contractor obligations and follow best practices for compliance.
- ❖ **Anti-harassment:** Interactive session focuses on establishing a culture of prevention of harassment and discrimination in the workplace, and understanding the steps to take if harassment occurs.
- ❖ **Civility Training:** Focuses on the standards for workplace conduct and interactions. Civility training is a key element for developing an inclusive culture that promotes positive and effective communications and interactions in the workplace.
- ❖ **Diversity & Inclusion:** Bridges the gap between a diverse workforce and one that is inclusive. This training includes strategies and insights needed to mitigate bias; develop positive and inclusive workplace habits; transform workplace culture; and create better, more productive workplace environments.
- ❖ **FMLA and Paid Leave:** Provides the most up-to-date information on federal FMLA regulatory compliance and paid leave requirements for federal contractors and under state and local laws.
- ❖ **Leadership:** Elevates the engagement, performance and results of employees by improving how they coach, motivate and communicate. These trainings focus on impacting beliefs and actions designed to improve outcomes.
- ❖ **Pay Equity - Best Practices:** Establishes methods for eliminating gender and race discrimination when establishing and maintaining wages.
- ❖ **Wage and Hour Compliance:** Navigates through the nuances of the wage and hour laws to ensure requirements are understood and implemented, including assessing non-exempt or exempt status, and what constitutes compensable time.
- ❖ **Workplace Investigations:** Provides a step-by-step process on how to conduct an effective and neutral investigation, which promotes legal compliance and mitigates legal risks. We team up with our law firm affiliate, Fortney & Scott, LLC, to provide this training.

Contact WorkPlace HR for additional information to meet your Training needs:

Tele: 202.689.1203 Email: [info@workplacehr.com](mailto:info@workplacehr.com) Website: [www.workplacehr.com](http://www.workplacehr.com)

WorkPlace HR Problem Solved