



The dynamic training staff at The Employers Council is readily available to present courses addressing a broad range of workplace issues on-site at your company's facility.

MOST POPULAR TOPICS:

- ▶ *Americans with Disabilities Act: A Management Guide*
- ▶ *Disciplining Employees: How to be Firm, Fair, & Effective*
- ▶ *Documentation Guidelines for Supervisors*
- ▶ *Drug Testing Dos and Don'ts*
- ▶ *Effective Meeting Management*
- ▶ *Effective New Employee Orientations*
- ▶ *Employee Recognition and Motivation*
- ▶ *Employment-at-will and Wrongful Discharge*
- ▶ *Fair Labor Standards Act: Practical Application of the Rules*
- ▶ *Family & Medical Leave Act: Basic Administration Procedures*
- ▶ *Harassment Awareness Training*
- ▶ *I-9 Issues: Employment Eligibility and Verification*
- ▶ *Internal Investigations: A Step-by-Step Guide*
- ▶ *Interviewing and Hiring Smart*
- ▶ *Keys to Effective Supervision*
- ▶ *Legal Basics for Supervisors*
- ▶ *Managing Employee Attendance*
- ▶ *Performance Reviews: Administering an Effective Process*
- ▶ *Recordkeeping and Personnel Files*
- ▶ *Terminating Employment Relationships*
- ▶ *Union Avoidance*
- ▶ *Union Grievances*
- ▶ *Workplace Warning Bells: Preventing Legal Claims*

KEY BENEFITS:

- ★ *Cost-effective - train multiple employees for one low price*
- ★ *Convenient - we come to you*
- ★ *Interactive - typically taught in groups of 20-30 participants*
- ★ *Engaging instructors - Council trainers routinely receive rave reviews from attendees, who give them high marks for presenting clear and practical information*
- ★ *Incorporates a variety of teaching methods to meet varied learning styles such as quizzes, open discussion, group activities, real-life scenario analysis, lecture, and video presentations*
- ★ *Provides attendees a complete package of practical skills and knowledge, which they can apply immediately in their day-to-day workplace responsibilities*

Cost: \$300 for the first hour of training
\$199 for additional hours of training
(Travel outside the Wasatch Front area is charged at the federal mileage reimbursement rate.
Travel time and material charges may also apply.)

On-site training is available to Council members only. If you are interested in any of the topics listed above or have other training subjects you would like to discuss, please contact Holly Engar, Training Coordinator, at 801-364-8479 or hollye@ecutah.org.