



Employers Council®



2023 Training Catalog

About Us

At Employers Council, our commitment is to focus on the needs of those we serve. We do this by equipping our employers with tools to be successful, keeping you aware of ever-changing legal and HR landscapes, and making sure you are protected from potential negative consequences. We enable our members to build and maintain thriving workplaces and develop highly effective employees.

Our Training

Training is critical to developing a competent and high performing workforce and cultivating an exceptional workplace. Investing in your employees not only helps your organization thrive, it also increases employee engagement, satisfaction, and retention.

Employers Council offers a broad range of innovative training options to help your organization develop your employees, which includes content for individual contributors, managers/supervisors and HR professionals.

Our team of trainers offer highly interactive, engaging, and innovative learning experiences that help make sense of the most complex employment law and workplace matters by sharing relevant examples, applicable guidance, strategies, and best practice techniques.

While our training is available to all, as a member of Employers Council, you will receive special member pricing on all our classes and events. It pays to be a member!

Training Format Options

Training Catalog

Employers Council maintains a robust schedule of virtual, in-person, and on-demand public classes. In this brochure you will find our current class inventory along with links to upcoming dates and times. You can also see our full catalog [here](#).

Training For Your Team

In addition to our regular catalog training schedule, you can always request Employers Council to provide training to your team in person at a location of your choice or virtually. If you have 8 or more employees you are looking to provide training for or if there is a topic you don't see in our catalog, contact us at TrainingandEvents@EmployersCouncil.org or 303-223-5491 to discuss.

Here are some topics we get requests for often:

- ADA & FMLA for Managers and Supervisors
- Assuming Positive Intent when Engaging with Others
- Difficult Discussions
- Communicating Effectively
- Conflict Resolution
- Delegation
- FAMLI (Colorado law)
- Legal Issues for Managers and Supervisors with State Specific Issues, or Government Agencies
- Influencing without Authority
- Managing Effective Meetings
- Marijuana in the Workplace
- Reasonable Suspicion Training
- Wage and Hour Workshop
- Virtual Teams
- Union Avoidance: Training Your Managers and Supervisors to Remain Union Free

Custom Training

Don't see content in our regular catalog or on the above list? Don't let that stop you from contacting us. Employers Council can potentially create or customize content for your organization. Customization fees may apply.

ANNUAL TRAINING PASS

Employers Council's Training Pass gives you access to our instructor led and on demand training library for one price. The training pass subscription is for a one (1) year term from the date of purchase and renews automatically on an annual basis. Rules and restrictions are outlined in the terms and conditions. [Click here to get yours now!](#)

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Legal Topics

ADA: Managing Disabilities in the Workplace



VIRTUAL

IN-PERSON

ON-DEMAND

Learners will determine how individuals qualify as “disabled” under the law and their obligation to provide reasonable accommodations. This course examines when a request for an accommodation is reasonable and what to do when accommodations may result in undue hardship to the employer.

Outcomes:

- Identify how individuals qualify as “disabled”.
- Apply proper decision-making for requested accommodations.
- Recognize the limitations of using undue hardship.
- Create compliant leave policies.

SEE UPCOMING DATES

Discrimination in the Workplace: The Law of EEO



VIRTUAL

IN-PERSON

Learners will understand federal and state civil rights laws regarding workplace discrimination, along with practical tips for reducing employer exposure to discrimination charges. After developing an understanding of the laws, learners will apply their knowledge of EEO law to real-life scenarios.

Outcomes:

- Identify what constitutes discrimination and harassment.
- Distinguish between disparate impact and disparate treatment.
- Develop appropriate responses to employee complaints.
- Learn to investigate complaints.

SEE UPCOMING DATES

Affirmative Action 101: What Employers Need to Know



VIRTUAL

IN-PERSON

This course provides an overview of where affirmative action obligations come from and how to meet these obligations. Learners will examine how particular aspects of an Affirmative Action Plan are evaluated and examine best practices for complying with regulations.

Outcomes:

- Identify affirmative action obligations and requirements.
- Analyze the components of a valid Affirmative Action Plan.
- Examine how enforcement is conducted through audits.
- Understand best practices to comply with Affirmative Action regulations.

SEE UPCOMING DATES

Enhancing Performance Through Documentation



VIRTUAL

IN-PERSON

Learners will employ a simple performance documentation process and understand its importance in preventing legal claims. This course focuses on using proven techniques to practice writing job-related performance documentation.

Outcomes:

- Recognize how documentation helps prevent legal claims.
- Identify how to document behaviors, not people.
- Review what information to include in all documentation.
- Practice documentation skills.

SEE UPCOMING DATES

FMLA: A Guide for Human Resources



VIRTUAL

IN-PERSON

ON-DEMAND

Learners will interpret and apply policy requirements under the Family and Medical Leave Act (FMLA). This course outlines how to manage the forms, deadlines, policy requirements and medical certifications required under the law.

Outcomes:

- Explore and evaluate “serious health conditions”.
- Identify employee notice requirements.
- Manage intermittent leave.
- Administer attendance policies under the FMLA.

SEE UPCOMING DATES

Harassment Prevention for Managers and Supervisors



VIRTUAL

IN-PERSON

ON-DEMAND

Learners will discuss what qualifies as a “hostile work environment”. This course examines methods to prevent liability for harassment claims, avoid retaliation claims, and promote a respectful work environment.

Outcomes:

- Discuss case studies to analyze conduct.
- Identify disrespectful, inappropriate, or illegal behaviors.
- Examine laws prohibiting sexual harassment and other types of harassment.
- Utilize strategies to address inappropriate behavior and prevent harassment.

SEE UPCOMING DATES



Special Sessions

Looking for information on our annual Employment Law Update or other conferences? Visit our Special Sessions page for links to our special events, conferences, and trainings on timely topics you won't want to miss. We'll be updating this page throughout the year, so be sure to check back to see what's new.

Look here for:

- Employment Law Update details
- HR or Employment Conference information
- Featured partner events
- Special training sessions for timely topics
- Featured state-specific training

LEARN MORE

I-9: Advanced Practice



VIRTUAL

IN-PERSON

This course continues from basic I-9 completion to include more specialized information, such as: I-9 audits and corrections, practices related to foreign nationals, and worksite compliance policies and procedures. Learners will analyze issues related to electronic I-9 storage and understand E-Verify.

Outcomes:

- Understand internal I-9 Audits and Corrections.
- Identify I-9 issues with foreign nationals.
- Examine Identity theft and changing identity issues.
- Describe E-Verify Policies, including E-Verify Monitoring and Compliance.

SEE UPCOMING DATES

Get access to our full content library with our annual training pass.

Purchase an annual training pass for unlimited access to our regular instructor led and on demand training. Learn more [here](#).

I-9: Basic Compliance



VIRTUAL

IN-PERSON

Learners will examine I-9 requirements and related laws. This course will explore the I-9 process from the initial verification of work authorization to re-verification and rehires. Attention will be given to correcting errors on I-9s, penalties for non-compliance, and the E-Verify process.

Outcomes:

- Complete and manage the I-9 form.
- Review employee documents.
- Review internal I-9 audits.
- Explore the I-9 Compliance Enforcement Structure.

SEE UPCOMING DATES

Investigations in the Workplace



VIRTUAL

IN-PERSON

This course discusses the scope of potential incidents and outlines procedures to prevent and correct instances of sexual harassment or other forms of unlawful discrimination. Learners will explore best practices to conduct a workplace investigation by addressing complaints, interviewing, documenting, and evaluating findings.

Outcomes:

- Identify issues that may require investigation.
- Plan an investigation.
- Plan, carry out, and document an interview.
- Evaluate evidence and communicate findings to determine recommended actions.

SEE UPCOMING DATES

Legal Issues for HR Professionals



VIRTUAL

IN-PERSON

This course provides an overview of the legal issues associated with day-to-day employment decisions and actions. Learners will explore current information on legislation, court decisions, and enforcement procedures as they relate to employment law.

Outcomes:

- Examine the best practices to conduct job interviews, medical exams, and hiring.
- Interpret discrimination and harassment laws.
- Identify medical and safety issues (including FMLA, workers' compensation, substance usage).
- Compare exempt vs. non-exempt classifications.

SEE UPCOMING DATES

Legal Issues for Supervisors and Managers

VIRTUAL

IN-PERSON

This course provides a practical understanding of employment law issues that managers and supervisors commonly face. Learners will understand how to supervise employees inside legal boundaries and how their actions (or inaction) could cause liability issues.

Outcomes:

- Understand different aspects of liability.
- Define at-will doctrine, wrongful discharge, and implied employment contracts.
- Classify defamation, negligence, privacy, and off-duty/off-premises activity.
- Identify common wage and hour violations.

SEE UPCOMING DATES

Managing the Ill or Injured Worker Under the ADA, FMLA & Workers Compensation



VIRTUAL

IN-PERSON

This advanced course requires a working knowledge of the three legal statutes: Americans with Disabilities Act, Family and Medical Leave Act, and Workers' Compensation.

This course provides a roadmap to guide employers through illnesses or injuries of employees. Learners will explore statutory requirements, examine common management difficulties, and discuss practical ways to address related concerns.

Outcomes:

- Identify when each law is triggered.
- Recognize if more than one law applies.
- Collect medical information.
- Manage attendance issues.
- Evaluate appropriate termination.
- Explore compensation issues.
- Assess benefit coverage and continuation.

SEE UPCOMING DATES

Unemployment Insurance: Appeal Hearing Workshop

VIRTUAL

IN-PERSON

This course is intended for employers in Colorado.

This course discusses what can be expected at the hearing and how to handle the unexpected. Learners will explore strategies for success at the appeal level and focus on hearing preparation.

Outcomes:

- Evaluate how the initial claim response sets the stage.
- Prepare and organize for a hearing.
- Interpret laws to increase the chance of winning a hearing.
- Prepare questions for direct and cross examination.

SEE UPCOMING DATES

Unemployment Insurance: Challenging Claims & Controlling Costs



VIRTUAL

IN-PERSON

This course is intended for employers in Colorado.

Learners will review the basic provisions and procedures of state laws and focus on why employees are disqualified from benefits or receive a full award of benefits. This course will apply these strategies in a mock appeal hearing.

Outcomes:

- Identify who is covered by unemployment insurance.
- Discuss strategies for lowering unemployment taxes.
- Understand administrative procedures, including responding to a claim.
- Examine how to control/minimize unemployment costs.

SEE UPCOMING DATES

FEATURED TRAINING



Wage and Hour Law: Avoiding Costly Mistakes



VIRTUAL

IN-PERSON

Learners will examine common pitfalls and mistakes that employers make in administering the Fair Labor Standards Act (FLSA). This class incorporates current case law, regulations, and the Department of Labor's enforcement efforts (includes salary basis and salary level requirement for white-collar exemptions).

Outcomes:

- Identify compensable hours of work-travel time, on-call, and training.
- Recognize effective timekeeping strategies.
- Calculate overtime on commissions, piece rate, salaried non-exempts, and other non-hourly rates of pay.
- Distinguish white-collar exemptions from overtime and outside sales employees.

SEE UPCOMING DATES

Workers' Compensation Basics



VIRTUAL

IN-PERSON

This course is intended for employers in Colorado.

This course presents a basic overview for employers, from reporting and investigating an injury to closing a claim. Learners will understand how to protect their organization's interests and meet their legal obligations as employers.

Outcomes:

- Identify coverage provided by the Colorado Workers' Compensation Act.
- Discuss an employer's obligation under the Act.
- Recognize how to ensure compliance and avoid penalties.
- Determine when an injury or death is compensable.

SEE UPCOMING DATES

Register Today!

Looking for more information on a course? Want to register? Visit our [Training & Events](#) web page to learn more about courses and online offerings!



Human Resources Topics

Benefit Administration: The Basics from A to Z



VIRTUAL

IN-PERSON

Learners will understand employee benefit administration and design. This course examines legal issues related to health benefits, reimbursement accounts, and retirement plans.

Outcomes:

- Recognize the role of benefits in a total rewards strategy.
- Discuss statutory benefits and laws impacting benefits.
- Examine health plan options, wellness programs, life insurance, and disability plans.
- Compare Flexible Spending Accounts (FSA), Health Savings Accounts (HSA), and Health Reimbursement Arrangements (HRA).

SEE UPCOMING DATES

Compensation Administration: Base Pay Design and Development



VIRTUAL

IN-PERSON

This course focuses on a Total Rewards philosophy and utilizes a compensation model that includes job analysis and external market pricing. Learners will develop skills to create, revise, and maintain base pay compensation plans.

Outcomes:

- Recognize the total rewards model and create a total rewards philosophy.
- Discuss the legal framework for compensation administration.
- Explore job evaluation systems.
- Develop a pay grade structure with pay ranges.

SEE UPCOMING DATES

Compensation Administration: Advanced Concepts



VIRTUAL

IN-PERSON

This advanced course will explore creatively design programs to meet business objectives, and identify and resolve compensation challenges. Learners will gain familiarity with multi-faceted compensation situations, practices, and approaches.

Outcomes:

- Assess pay equity and develop budgets.
- Describe the maintenance of compensation structures.
- Evaluate the effectiveness of incentive pay.
- Explore compensation issues such as compression, CPI/EI and Focal Point Increases.

SEE UPCOMING DATES

Conflict: Self-Management

VIRTUAL

IN-PERSON

Learners will understand their conflict patterns and build skills to respond constructively to interpersonal conflicts. This course discusses the nature of conflict by exploring common myths and metaphors around the topic.

Outcomes:

- Create an effective environment for conflict management.
- Collect information about the conflict.
- Communicate needs and desires.
- Create options for mutual benefit.
- Confirm agreements to a solution and identify alternative strategies.

SEE UPCOMING DATES

Creating a High-Performance Culture One Employee at a Time



VIRTUAL

IN-PERSON

Learners will link an effective performance management system to employee engagement and success. This course outlines an overall performance management process to provide employees with ongoing feedback throughout the year.

Outcomes:

- Define performance management and its components.
- Develop performance expectations that are aligned with strategic objectives and drive organizational performance.
- Provide specific, job-related, behavior-based feedback.
- Prepare and conduct a mock performance appraisal.

SEE UPCOMING DATES

Fundamentals of HR Management



VIRTUAL

IN-PERSON

Learners will integrate Human Resources into the employment life cycle. This course provides tools and resources to manage the day-to-day operations of human resources.

Outcomes:

- Identify best practices to achieve business success and develop positive relationships.
- Examine recruiting, retaining, interviewing, and onboarding procedures.
- Develop performance management techniques.
- Understand the importance of employee handbooks and recordkeeping.

SEE UPCOMING DATES

Effective Onboarding: The Key to Employee Success



VIRTUAL

IN-PERSON

This course discusses how to build on the initial enthusiasm of new employees and gain their long-term commitment with effective onboarding. Learners will assess their current program to engage new employees, increase job satisfaction, improve productivity, and reduce turnover.

Outcomes:

- Align onboarding program with business goals.
- Identify best practices and sequencing in onboarding.
- Utilize delivery methods for different learning styles.
- Develop a blueprint for an effective and interactive onboarding program.

SEE UPCOMING DATES

HR Metrics: Focusing on What Is Important



VIRTUAL

IN-PERSON

This course explores the foundations of measurement and the financial principles of an effective business. Learners will recognize how to communicate and influence using data and insights that enable the organization to achieve its business goals.

Outcomes:

- Identify the right metrics to use.
- Align human capital and business goals.
- Utilize data, formulas, and statistical tools to support strategy and drive change.
- Evaluate and enhance the effectiveness of HR programs.

SEE UPCOMING DATES

Payroll Administration: The Ins and Outs



Learners will gain an understanding of the basic concepts of the payroll, including administration, onboarding, and record-keeping. This course will also discuss common pitfalls and how to avoid them.

Outcomes:

- Explore payroll concepts and legal requirements of payroll management.
- Discuss benefit administration fundamentals.
- Recognize payroll cycles and examine compliance issues.
- Understand payroll administration, including system selection and placement of the payroll department.

SEE UPCOMING DATES

Recordkeeping for Human Resources



This course explores recordkeeping practices to meet organizational needs, comply with legal requirements, and protect against liability. Learners will understand the essential information to develop an action plan to improve recordkeeping practices.

Outcomes:

- Identify which records to keep and why.
- Recognize how long to retain records and how to practically manage them.
- Evaluate considerations for electronic recordkeeping.
- Assess regulatory and administrative concerns.

SEE UPCOMING DATES

Retaining and Engaging High-Performing Employees



Participants will identify critical factors, gain knowledge, and develop tools to build effective retention and engagement programs to create an environment that values what's important to employees. The course explores aspects of an employee's decision to stay or leave, and share ideas to develop an effective engagement program.

Outcomes:

- Discuss organizational culture.
- Examine hiring practices.
- Analyze common reasons for employee turnover.
- Assess management practices.

SEE UPCOMING DATES

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FEATURED TRAINING:



Unbiased Interviewing: Helping Candidates Feel Welcome

VIRTUAL

IN-PERSON

ON-DEMAND

This course provides a practical step-by-step approach for planning, conducting, and evaluating a structured behavioral interview. Learners will develop skills for effective behavior-focused interviews through an interactive format combining lecture, video, exercises, and discussion. You will recognize the critical factors that predict performance and how to assess candidates using a variety of questioning techniques to legally and effectively make the best hiring decisions.

Outcomes:

- Determine critical job requirements.
- Analyze applications and resumes for better results.
- Distinguish questions to ask from those to avoid.
- Develop strategies to avoid negligent hiring.
- Recognize when to use background checks, credit

SEE UPCOMING DATES

Strategic Talent Planning



VIRTUAL

IN-PERSON

This course focuses on planning to have the right people, with the right skills, in the right place, at the right time. Learners will develop tools to make effective strategic staffing decisions and assess your future human capital needs.

Outcomes:

- Identify the strategic importance of workforce planning.
- Explore a workforce planning model that is aligned with strategic goals.
- Compare workforce analysis and forecasting methods.
- Review gap analysis of human capital needs and explore strategies for closing gaps.

SEE UPCOMING DATES

Talent Acquisition Strategies

VIRTUAL

IN-PERSON

Learners will explore and evaluate resources and tools to build a recruiting process, including creating a strategy and developing effective tactics. This course will teach how to leverage employer branding to attract and engage candidates and will explore creative sourcing ideas.

Outcomes:

- Understand key components of a recruiting strategy.
- Apply employer branding to distinguish the organization.
- Identify and evaluate effective internal and external sources.
- Develop and apply the tactics every recruiter needs.

SEE UPCOMING DATES

Terminating Employees with Compassion

VIRTUAL

IN-PERSON

This course examines the difficulties of taking the decision to terminate an employment relationship and conducting the termination meeting. Learners will understand the process of conducting an involuntary termination in a way that promotes the best interests of your organization, while also preserving the dignity of the impacted staff member.

Outcomes:

- Recognize how to make the decision to terminate.
- Understand how to prepare for the termination meeting.
- Outline post-meeting tasks and how to communicate after the termination.

SEE UPCOMING DATES

Writing Effective Job Descriptions



VIRTUAL

IN-PERSON

This hands-on course will guide you through conducting a job analysis to create effective job descriptions that are both dynamic and legally compliant. Learners will understand how to attract the right talent to your organization and ensure that employees understand their roles and responsibilities.

Outcomes:

- Recognize the advantages of accurate job descriptions.
- Explore techniques to conduct a job analysis and develop a job description.
- Review legal compliance with ADA, ADEA, FLSA, and EEOC.

SEE UPCOMING DATES

e-Byte Courses:

Learn in an area of interest to your business in under 15 minutes!

Register for one of our online [e-Byte courses](#) today.



HR Certification Benefits:

Earning an HR Professional certification is a career milestone, and can be a deciding factor when you are up for an internal promotion or applying for a new position. Employers Council is excited to partner with Catapult, a sister Employers Association, and Distinctive Human Resources (DHR) to provide HRCI and SHRM certification prep programs. This 36+ hour program targets the high-probability items on the exam, so you have the best chance of passing on the first try. This program will eliminate unnecessary study time and provide a step-by-step preparation process led by world-class instructors, including the author and creator of the program. This program enjoys a 90%+ pass rate!

[LEARN MORE](#)

[PRE-APPROVED CLASSES](#)



Leadership and Professional Development Topics

Brush Up English

VIRTUAL

This course examines how to write and revise written English. Learners will review the basics of grammar, identify common mistakes, and build vocabulary for a business context.

Outcomes:

- Identify parts of speech, subjects and predicates, and main and subordinate clauses.
- Recognize and revise common errors in capitalization, plurals and possessives, subject-verb agreement, pronouns, passive voice, adjectives, and adverbs.
- Utilize proper punctuation and demonstrate appropriate use of commas, semicolons, and colons.

SEE UPCOMING DATES

Our Annual Training Pass:

Get year-long access to all of our regular courses at a flat annual rate! Click [here](#) for more info.

Business Writing for Professionals

VIRTUAL

Learners will plan and draft a variety of written projects from email to short reports. Through class exercises, group discussions, and individual guidance, participants will learn to tailor an effective message for a particular audience. Learners will also review their writing to improve punctuation, word choice, and sentence structure.

Outcomes:

- Recognize the various purposes of business writing.
- Identify the needs of the target audience.
- Plan, organize, and compose effective messages.
- Employ concise language and effective transitions.

SEE UPCOMING DATES

Coaching to Build Skills, Improve Performance, and Develop Others

VIRTUAL

IN-PERSON

ON-DEMAND

Learners will develop techniques to become effective business coaches and lead others through professional development at any level of their career. These skills will enable participants to clarify vision, articulate business goals, and outline a roadmap for business development.

Outcomes:

- Recognize the critical qualities of a coach.
- Identify the roles and responsibilities of a coach.
- Employ innovative coaching techniques.
- Evaluate how guidance, facilitation, and accountability can be applied through best practices in coaching.

SEE UPCOMING DATES

Communicating Assertively: Finding Balance

VIRTUAL

IN-PERSON

Learners will identify their needs and desires, and practice stating them clearly. This course examines ineffective aspects of personal communication and develops an assertive, clear, and direct communication approach.

Outcomes:

- Identify barriers and tools to apply an assertive mindset.
- Recognize and manage ineffective communication.
- Manage criticism and rejection effectively.
- Facilitate difficult conversations confidently and manage conflicts responsibly.

SEE UPCOMING DATES

Communication Skills for the Workplace

VIRTUAL

IN-PERSON

Learners will gain practical tools and insights to improve communication, sharpen delivery, and improve impact. This course will provide an opportunity for learning and practice between two sessions.

Outcomes:

- Assess current communication patterns.
- Examine beliefs and attitudes and how they affect communication.
- Practice listening skills.
- Plan your communication development.

SEE UPCOMING DATES

Communicating Effectively with Email

VIRTUAL

Through writing exercises, individual guidance, and group discussion this course will focus on preparing, composing, and reviewing e-mail messages. Learners will compose e-mail messages to achieve the desired results while making it easy for readers to understand and respond.

Outcomes:

- Recognize the purpose of the message and identify the intended readers.
- Compose emails with care, creating useful subject lines and formatting for readability.
- Use appropriate language for the readers.

SEE UPCOMING DATES

Creating Exceptional Customer Experiences

VIRTUAL

IN-PERSON

ON-DEMAND

This course formulates a plan to create customer service experiences that ensure consumers are satisfied and loyal customers. Learners will develop a personalized service model that will build confidence and job satisfaction in their service role and guide them in challenging situations.

Outcomes:

- Develop a connection by anticipating consumer needs.
- Acknowledge customer complaints.
- Identify steps to handle difficult customer interactions.
- Identify and employ immediate and follow-up steps to ensure customer satisfaction.

SEE UPCOMING DATES

FEATURED TRAINING:



Conflict Strategies: Navigating Others Through Workplace Difficulties

VIRTUAL

IN-PERSON

Learners will explore indicators of escalating conflicts and assess various options to address conflict. The course will present critical management tools for guiding others through conflicts, such as conducting one-on-one conflict coaching. Using the Conflict Dynamics Profile, learners will assess their own conflict management patterns to bring a greater level of awareness and effectiveness to helping others.

Outcomes:

- Recognize key indicators of conflict and identify appropriate intervention strategies.
- Assess personal responses to conflict using the Conflict Dynamics Profile.
- Examine constructive and destructive responses to conflict.
- Coach employees in conflict management skills.
- Facilitate employees through conflict using a conflict facilitation model.

SEE UPCOMING DATES

Cultivating a Culture of Accountability

VIRTUAL

IN-PERSON

ON-DEMAND

This course explores how to develop accountability by empowering employees to feel ownership of processes, decisions, and outcomes. Learners will identify how to develop and maintain a culture of accountability for individual, team, and organizational success.

Outcomes:

- Recognize the differences between accountability and authority.
- Review the stages in developing accountability.
- Examine the steps to ethical decision making.
- Explore ethics in personal and business settings.

SEE UPCOMING DATES

Developing Leadership Skills through Mindfulness

VIRTUAL

IN-PERSON

ON-DEMAND

Learners will understand mindfulness, why it is relevant, and how leaders may integrate it into the workplace. This course evaluates case studies that demonstrate the benefits of practicing mindfulness as an approach to personal development, organizational health, and leadership in the workplace.

Outcomes:

- Define mindfulness.
- Identify the science behind focusing your attention.
- Explore ways to shift into presence.
- Apply practices of mindful attention to your leadership style.

SEE UPCOMING DATES

Diversity, Equity, Inclusion, and Unconscious Bias

VIRTUAL

IN-PERSON

ON-DEMAND

Unconscious bias is a set of beliefs and assumptions we make about the world that we may be completely unaware of. This session provides an overview of unconscious bias and examples of its impact in the workplace. In addition, this session will help participants understand diversity and why it is essential in the workplace.

Outcomes:

- Recognize our own unconscious biases and make more considered decisions
- Increase understanding of how diversity and equity can enhance the workplace
- Develop an action plan to create an inclusive environment

SEE UPCOMING DATES

Effective Listening Skills

VIRTUAL

IN-PERSON

This course seeks to create awareness of how we listen and how it improvements in listening affects relationships in all areas of life. Learners will identify their communication habits and improve listening skills by: staying focused, capturing the message, and helping the speaker.

Outcomes:

- Explore barriers and obstacles to focused listening.
- Assess personal listening styles and approaches.
- Apply the skills of following, reflecting, and attending.
- Practice ways to become a less distracted and a more engaged listener.

SEE UPCOMING DATES

Five Languages of Leadership

VIRTUAL

Learners will discuss strengths and challenges of different leadership styles and how to inspire and influence others through consistency, recognition, and appreciation.

Outcomes:

- Distinguish between managing, leading, and coaching.
- Discuss the five languages of leadership.
- Identify leadership styles and discuss strengths and challenges.
- Develop trust and increase your ability to influence others.

SEE UPCOMING DATES

Special Sessions:

Check our [Special Sessions](#) page for timely topics and special events that we'll be adding throughout the year.

Foundations for Emotional Intelligence at Work

VIRTUAL

IN-PERSON

Learners will identify five core competencies of emotional intelligence and explore the benefits associated with deepening self-awareness. This course will discuss ways to utilize these competencies to regulate emotions, feelings, and behaviors.

Outcomes:

- Define emotional intelligence and consequential thinking.
- Distinguish and apply methods for identifying, regulating, and modifying emotions.
- Recognize habitual responses and behavioral patterns.
- Develop and apply key relationship skills and practical competencies.

SEE UPCOMING DATES

Lead Worker Training

VIRTUAL

IN-PERSON

Learners will review the expectations of their positions, balance competing demands, and apply techniques to more effectively carry out their roles. This course provides tools to manage workplace relationships and balance communication.

Outcomes:

- Explore the role and challenges of being a lead worker.
- Apply essential techniques for clarifying expectations.
- Practice communication skills needed for successful interactions with fellow employees.
- Evaluate ways employees learn best and employ tips for on-the-job training.

SEE UPCOMING DATES

Improve Team Workflow and Personal Effectiveness

VIRTUAL

IN-PERSON

Learners will review concepts and practice skills to identify workplace waste and develop an action plan to improve current workflows and help build stronger, more resilient teams.

Outcomes:

- Evaluate workflow processes for waste and inefficiencies.
- Utilize tools to identify workflow challenges and apply innovative solutions for improved, simplified processes.
- Implement flexible solutions to meet customers' needs and ensure continual value-added products and services.
- Create personal, actionable efficiency plans that can immediately be integrated into the workflow processes.

SEE UPCOMING DATES

Leadership Essentials

VIRTUAL

IN-PERSON

Learn how to cultivate effective interpersonal relationships by providing appropriate and timely feedback with realistic expectations; model confidence, fairness, and respect; and demonstrate a systems approach to team development. You will also gain skills to communicate with impact including providing, receiving, and asking for feedback; delivering clear messages to ensure understanding; effective listening and responding through written and oral communication; and staying composed in difficult conversations.

Outcomes:

- Cultivate effective interpersonal relationships
- Develop others and communicate with impact

SEE UPCOMING DATES

Leadership Through Change

VIRTUAL

IN-PERSON

This course identifies the stages of the transition process and how to develop the capacity to remain nimble in the face of change. Learners will design and manage a plan of action to successfully manage the change process.

Outcomes:

- Differentiate between change and transition.
- Recognize the primary emotions, behaviors, and action steps needed for each phase of transition.
- Identify and describe the types of information and support needed as people move through the change process.
- Apply skills and attitudes that promote resilience and effective functioning under changing circumstances.

SEE UPCOMING DATES

Managing Up

VIRTUAL

IN-PERSON

ON-DEMAND

“Managing up” means developing a better understanding of your boss’s position, priorities, and expectations in order consciously work for the mutual benefit of you and your boss. Learners will take a more active role in daily relationship management with their boss.

Outcomes:

- Identify professional vision, values, and goals.
- Explore ways to engage in dynamic, productive conversations.
- Apply techniques to promote accountability in the workplace.
- Assess personal capabilities and limitations.

SEE UPCOMING DATES

Leading Teams

VIRTUAL

IN-PERSON

Learners will analyze the factors that lead a team to success. This course addresses how to establish a team’s direction by assessing individual needs and applying both facilitative and directive leadership practices to support team development.

Outcomes:

- Clarify team goals, principles, roles, and work processes.
- Collaborate on decision-making styles and direct teams toward group decision-making.
- Manage continuous improvement, identifying possible methods for assessing team effectiveness and evaluating participant dynamics.

SEE UPCOMING DATES

Navigating Critical Conversations

VIRTUAL

IN-PERSON

Discover how to handle difficult and critical conversations, anytime or anywhere. Learn how to create a safe environment where all contribute to the conversation and communicate respectively to find effective solutions. Learn how to dialogue effectively with clarity, confidence, and consideration.

Outcomes:

- Define the difference between communication and dialogue, there is a difference!
- Recognize your own and others’ primary communication styles
- Navigate critical conversations with clarity, confidence, and consideration for others

SEE UPCOMING DATES

Presenting with Confidence

VIRTUAL

IN-PERSON

This course will focus on delivering highly effective speeches by focusing on sensory details, delivery techniques, and various storytelling approaches. Learners will identify principles and techniques of TED Talks to their own business presentations.

Outcomes:

- Develop a core message for meaningful connections.
- Engage the audience and create a strong presence.
- Leverage effective and compelling language.
- Use stories to increase message retention and resonance.

SEE UPCOMING DATES

Transition into Leadership

VIRTUAL

IN-PERSON

Learners will explore fundamental principles for the first three months of supervision/leadership. This course also supports experienced supervisors who are looking to fine-tune their leadership by understanding how a leader's management style impacts others.

Outcomes:

- Communicate expectations to those we lead.
- Organize and guide workflow.
- Develop staff's strengths and capacity to contribute.
- Evaluate performance and provide feedback.

SEE UPCOMING DATES

Supervision Core Competencies

VIRTUAL

IN-PERSON

Learners will develop effective supervisory skills to support, motivate, and engage employees in the workplace. The focus of this activity-based course is to strengthen supervisory skills, focusing on four core competencies: developing intrapersonal awareness, cultivating interpersonal relationships, analyzing performance, and communicating with impact.

Outcomes:

- Develop intrapersonal awareness.
- Cultivate effective interpersonal relationships by providing feedback.
- Communicate with impact.

SEE UPCOMING DATES

Workplace Respect

VIRTUAL

IN-PERSON

ON-DEMAND

Learners will explore and develop communication techniques to clarify definitions of respect. This course examines how to effectively communicate individual boundaries and requests for respect.

Outcomes:

- Examine how changes in the workforce, the workplace, and society make respect a contemporary issue.
- Explore the ways in which our values affect workplace interactions and expectations of respect.
- Practice effectively communicating individual boundaries and requests for respect.

SEE UPCOMING DATES



On-Demand Training

Accountability at Work

ON-DEMAND

VIRTUAL

IN-PERSON

This On Demand course compares the difference between responsibility and accountability and addresses some challenges that may get in the way of full accountability. You will gain understanding of what accountable behaviors look like, as well as the opposite. Designed with leaders and managers in mind, this training focuses on creating accountability in a team or company.

REGISTER NOW

Attracting and Engaging Gen-Z – eByte

ON-DEMAND

As more Gen Z enter the workforce, companies may need to make adjustments to attract and retain these individuals. Find out what Gen Z is looking for in an employer in 15 minutes or less!

REGISTER NOW

Americans with Disabilities Act: An Overview – eByte

ON-DEMAND

This eByte provides a quick reference on the Americans with Disabilities Act (ADA) in 15 minutes or less!

Learning Outcome:

- Understand the basic requirements the Americans with Disabilities Act imposes on employers and supervisors.

REGISTER NOW

Barriers to Effective Communication

ON-DEMAND

Participants will learn more about effective communication and what might be holding them back in their interactions with others. Through this On Demand course, individuals will practice strategies to overcome common communication barriers and ultimately increase their communication effectiveness.

REGISTER NOW

CARGO Leadership Development Series



ON-DEMAND

Welcome to CARGO! This On Demand course is all about equipping you and the people in your organization with what is needed to be successful through effective leadership and teamwork. In this 3-hour course, Lt. Col. Jason Harris will share his rich experiences and lessons learned as a combat proven military leader and pilot to help protect and empower your most precious cargo-your people.

REGISTER NOW

Communication in a Digital World

ON-DEMAND

Technology as a means to communicate is growing in sophistication and popularity in today's business environments. In this On Demand course you will gain a better understanding of types of digital communications, various associated challenges, and best practices to help overcome those challenges.

REGISTER NOW

Coaching to Develop Others

ON-DEMAND

VIRTUAL

IN-PERSON

This training provides an introduction to coaching, what it is and isn't, and how to become the best coach you can be. We'll talk about how coaching helps us be better leaders, helps us develop our employees, manage performance, and accomplish this through communication and feedback. Through this On Demand course, you will receive tools/tips and resources that will help you better work with and coach everyone on your team.

REGISTER NOW

Conducting Exit Interviews – eByte

ON-DEMAND

In 15 minutes or less, you'll gain the tools needed to conduct an efficient and effective exit interview in order to gather pertinent and valuable data from departing employees to help your organization improve.

REGISTER NOW

Conflict Resolution

ON-DEMAND

This on-demand course is designed to assist employees in overcoming conflict in the workplace. This training covers the nature of conflict, using emotional intelligence as a conflict resolution skill, and applying various modes of handling conflict to conflictual situations.

REGISTER NOW

Diversity, Equity, and Inclusion in the Workplace

ON-DEMAND

VIRTUAL

IN-PERSON

Significant data supports the benefits of a diverse workforce. To create and maintain an innovative, effective, and collaborative workplace, demographics are not enough. This On-demand session looks at how employers can leverage equity and inclusion to drive diversity in their workplaces.

REGISTER NOW

Connecting with Customers

ON-DEMAND

VIRTUAL

IN-PERSON

Learners will discover how to create customer service experiences that ensure people leave as satisfied and loyal customers. It provides opportunities to explore methods to connect with customers for a truly personalized experience, practice skills to acknowledge the customer's needs in difficult situations, and determine appropriate action steps for follow up and resolution.

REGISTER NOW

Ethics in Organizations



ON-DEMAND

Learners will explore how ethics can be applied to improve the quality of the organization's products and services. You will learn the foundation of ethics and how to apply it to the workplace. You'll focus on creating ethical organizational cultures that contribute to individual and team success.

REGISTER NOW

FEATURED TRAINING:



Exceptional Workplace Series

ON-DEMAND

At Employers Council, our mission is to partner with employers to grow Exceptional Workplaces. Join us as we explore timely and relevant topics that directly impact your business in the current work environment. Each session runs 30 minutes as on demand training to fit your schedule, and best of all, the entire series is free to our members.

Courses and release dates (2023):

- Strategies for Managing the Business Impacts of Wage Inflation - February 27, 2023
- Managing Employee Burnout and Stress - May 24, 2023
- Developing Effective Leaders in a Hybrid Environment - August 23, 2023
- A Holistic Approach to Risk Mitigation - November 16, 2023

SEE UPCOMING DATES

Family and Medical Leave Act: An Overview – eByte



ON-DEMAND

This eByte provides a quick reference on the Family and Medical Leave Act (FMLA) in 15 minutes or less!

Learning Outcome:

- Understand the basic requirements the Family and Medical Leave Act imposes on employers and supervisors.

REGISTER NOW

Harassment Prevention

ON-DEMAND

VIRTUAL

IN-PERSON

In recent years, harassment allegations have surged. Experts predict that 9 out of 10 employers will receive an internal complaint of harassment this year. If not properly addressed, these complaints can lead to decreased employee morale, lower productivity, turnover, poor recruitment, and harm to a company's reputation. In this On demand training, participants will understand what constitutes illegal harassment and what elements organizations should consider in their policies against discrimination, harassment and retaliation.

REGISTER NOW

Interviewing and Hiring



ON-DEMAND

VIRTUAL

IN-PERSON

Hiring the right people has a direct impact on the success of a business. This On Demand training provides a practical step-by-step approach for planning, conducting, and evaluating a structured behavioral interview. Participants will learn to recognize the critical factors that predict performance and how to assess candidates using a variety of questioning techniques to legally and effectively make the best hiring decisions.

REGISTER NOW

Mindfulness

ON-DEMAND

This course will delve into mindfulness practices, it's benefits in and outside of the workplace, and meditation strategies. It provides instruction in adapting your mindset, practicing mindfulness and meditation, and identifying the benefits to your life.

REGISTER NOW

Remember...

We're always adding new courses and special sessions. Be sure to visit our [online training catalog](#) for the most up-to-date listings.

Payroll Administration

ON-DEMAND

IN-PERSON

Receive insight and a working knowledge of day- to-day payroll administration. You will gain an understanding of the basic concepts of the payroll field, including administration, new employee onboarding, and recordkeeping. Participants will learn common pitfalls to avoid such as mishandling W4's and miscalculating an employee's regular rate. You will leave with an understanding of how the payroll function affects and is affected by other parts of the organization.

REGISTER NOW

Performance Documentation Skills

ON-DEMAND

VIRTUAL

IN-PERSON

Documentation is a critical part of the performance process. This On Demand training will provide managers and supervisors with the skills to effectively document employee performance. Participants will learn a simple performance documentation process and understand its importance in preventing legal risk. The class will focus on how the current legal climate affects private sector employers, as well as the “how-to’s” of documenting employee actions.

REGISTER NOW

Political Speech in the Workplace

ON-DEMAND

This course is designed to assist public and private employers managing political speech and activity in the workplace. When these discussions or activities happen during working hours, they can impact performance, productivity, or even cross the line into unlawful harassment. This course will help navigate the legal challenges presented to both public and private employers before the next election.

REGISTER NOW

Performance Management: Setting the Stage for Success

ON-DEMAND

VIRTUAL

IN-PERSON

Effective performance management is an on-going process that focuses on aligning your workforce, building competencies, improving employee performance and development, and driving better business results. In this On Demand training participants will learn the overall performance management process is designed to provide employees with ongoing feedback throughout the year rather than just once a year at the formal performance appraisal. Organizations need a workable set of tools and a framework to manage performance that can be implemented for any individual, team or within any organization.

REGISTER NOW

Problem Solving for Business

ON-DEMAND

Teams and businesses encounter a wide variety of obstacles every day. To tackle them, an understanding of roadblocks, how to overcome them, and approaches to overall problem-solving are essential to any well-rounded employee, team, or business. In this on demand training, the foundations of effective problem-solving approaches and how to apply them will be explored.

REGISTER NOW

Religious Organizations: Employment Law Considerations

ON-DEMAND

Religious organizations need to keep a number of unique issues in mind when it comes to federal employment law and regulations that may, or may not, apply to them. Depending on the specific situation, religious organizations may be exempt from certain requirements. The key is to understand the nuances of these exemptions and what they could mean for your organization and staff. This On Demand course will help you recognize potential challenges and answer important questions.

REGISTER NOW

Wage and Hour: An Overview of the Fair Labor Standards Act – eByte



ON-DEMAND

This e-byte provides a quick reference on the Fair Labor Standards Act (FLSA) in 15 minutes or less!

Learning Outcome:

- Understand the basic federal requirements the FLSA imposes on employers.

REGISTER NOW

The Art of Managing Up

ON-DEMAND

VIRTUAL

IN-PERSON

This On Demand course is designed to help participants focus on consciously working for the mutual benefit of themselves and their leaders. Participants will develop a better understanding of their leader's priorities and expectations, find the most effective way to engage leadership in productive conversations, take a more active role in daily relationship management with their leader, and establish stronger working relationships that lead to more efficiency.

REGISTER NOW

What to Do When You Receive a Civil Rights Charge of Discrimination – eByte



ON-DEMAND

This course covers what to do in the event you receive a Charge of Discrimination from the Equal Employment Opportunity Commission (EEOC) in 15 minutes or less.

Learning Outcome:

- Understand what to do if you receive a Civil Rights Charge of Discrimination.

REGISTER NOW

Work Life Balance in a Remote Workplace

ON-DEMAND

Following Covid, The Great Resignation and a shift into the new flexible workplace of the 21st century, remote work has grown exponentially. As such, working remotely can present many benefits and challenges to employees and their organizations. In this On Demand, self-paced training, learners will explore a variety of strategies for achieving greater health and balance when working remotely.

[Spanish version available.](#)

REGISTER NOW

Workplace Respect



ON-DEMAND

In our busy and ever-changing workplaces, disrespectful attitudes and behaviors occur often, both knowingly and unknowingly. This valuable On Demand training offers you an opportunity to investigate root causes of disrespect and better understand personal boundaries. You will also gain awareness and communication tools to create clarity and agreement about your definition and your co-workers' definitions of respect so they can be expressed in mutually beneficial ways.

REGISTER NOW

Don't see what you're looking for?

Contact us to discuss custom training for your team.
TrainingandEvents.org or
 303-223-5491.



Training for Your Team

Training for Your Team

In addition to our regular catalog training schedule, you can always request Employers Council to provide training to your team in person at a location of your choice or virtually. If you have 8 or more employees you are looking to provide training for or if there is a topic you don't see in our catalog, contact us at TrainingandEvents@EmployersCouncil.org or 303-223-5491 to discuss.

Here are some topics we get requests for often:

- ADA & FMLA for Managers and Supervisors
- Assuming Positive Intent when Engaging with Others
- Difficult Discussions
- Communicating Effectively
- Conflict Resolution
- Delegation
- FAMLI (Colorado law)
- Influencing without Authority
- Legal Issues for Managers and Supervisors with State Specific Issues, or Government Agencies
- Managing Effective Meetings
- Marijuana in the Workplace
- Reasonable Suspicion Training
- Union Avoidance: Training Your Managers and Supervisors to Remain Union Free
- Wage and Hour Workshop
- Virtual Teams

Custom Training

Training is one of the best ways organizations can support reaching their company goals. Companies who invest in training their teams see increased employee engagement which translates to savings for the company. Having an employee development program also helps organizations attract top talent, improve employee performance, and develops future leaders. Ultimately investing in training means your company has the best possible workforce in place for today and the future.

In addition to the content offered in our catalog, Employers Council can create custom content specific to your organization's and people's needs. Contact us at TrainingandEvents@EmployersCouncil.org or 303-223-5491 to learn more. Customization fees may apply.



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EmployersCouncil.org

Colorado Springs

6005 Delmonico Drive, Suite 250
Colorado Springs, Colorado 80919
719.667.0677

Denver

1290 Broadway, Suite 1500
Denver, Colorado 80203
303.839.5177

Loveland

5250 Hahns Peak Drive, Suite 140
Loveland, Colorado 80538
970.223.4107

Salt Lake City

423 West 300 South, Suite 200
Salt Lake City, Utah 84101
801.364.8479

Scottsdale

7975 N. Hayden Road, Suite D-280
Scottsdale, Arizona 85258
602.955.7558