

Human Resources Toolbox Training



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DOWNEY BRAND
ATTORNEYS LLP

1 hr toolbox

You wouldn't ask your employee to pound a nail without providing a hammer. Yet every day, managers are asked to handle delicate human resource issues without the tools needed to properly perform the job. Let us visit your workplace to provide tailored management training to your employees

2 training program

This unique training program will enhance your company's human resource function by teaching your managers to:

- Properly conduct hiring interviews and selection
- Handle harassment and discrimination complaints from employees in a manner that limits company liability
- Identify employee leave issues, properly respond when leaves are requested and spot potential interactive process issues
- Recognize the importance of accurate performance evaluations and proper documentation

3 taking the next step

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