

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. Courses are typically taught in groups of 10-25 participants and incorporate a variety of teaching methods to meet varied learning styles such as quizzes, group discussion, small-group activities, real-life scenario analysis, lecture, and video presentations. As with our other training, all of the Council's on-site courses are designed to provide attendees with a complete package of practical skills and knowledge, which they can apply immediately in their day-to-day workplace responsibilities.

Member employers who use this service consistently report that the Council's on-site courses are well-received, cost-effective, and convenient. Council trainers routinely receive rave reviews from attendees, who give high marks to the trainers for using effective, engaging teaching methods to present information in ways that are understandable and useable.

We invite you to discover the benefits of this highly-regarded service. Contact the Council office today to schedule your company's on-site training courses. Our most popular topics are listed below.

- ▶ *Americans with Disabilities Act: A Management Guide*
- ▶ *Disciplining Employees: How to be Firm, Fair, and 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: Developing and Administering an Effective Process*
- ▶ *Recordkeeping and Personnel Files*
- ▶ *Terminating Employment Relationships*
- ▶ *Union Avoidance*
- ▶ *Union Grievances*
- ▶ *Workplace Warning Bells: Preventing Legal Claims*

**Cost:** \$549 for a half day of training (three hours or less of class time)  
\$1099 for a full day of training (generally no more than six hours of class time)  
(Travel outside the Wasatch Front area is charged at the federal mileage reimbursement rate.  
Travel time and course material charges may also apply.)

**On-site training is available for 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 the Council office.