

How We Do It at Wake

October 06th, and October 13th 2009 – Group 1
October 8th and October 15th 2009 – Group 2

8:30am-5:00pm all classes

Whether you have been supervising employees for one month or one year, you may occasionally face challenging situations. Although it is expected that your staff perform and behave in a professional manner this is not always the case. If you do not know the answer to the following questions, this class may be just what you need!

- What would you do if someone called you and complained about being harassed?
- What would you do if you receive a call describing how someone was injured on the job?
- What if your employee must be out of work due to a medical condition? Would you know exactly what to do?

The Human Resources team has compiled a 2-day workshop to cover topics including: harassment at work, conduct and work performance, how to deliver corrective actions, safety and worker's compensation, the hiring process and how to conduct a successful interview, and time management. We also present guest speakers to address the topic of ADA (Americans with Disability Act) as well as representatives from the Employee Assistance Program and the University Compliance Office. The speakers include many of our own WFU HR professionals who regularly address these topics. This will be an interactive class discussing real-life scenarios. Please join us for, "How We Do It at Wake".

Bonus: Course materials and boxed lunch provided. See Graylyn Lunch form to pick your lunches.

Location: Graylyn Conference Center

Open to: Staff