



We Are Pleased to Announce

2021 Spring Webinar Series

April 7 Navigating the Ins and Outs of Employment Regulations \$35/person

As experts in employment law compliance, SESCO will explore the practical application of crucial federal regulations such as Wage and Hour, Americans with Disabilities Act and the Family Medical Leave Act. Further, we will delve into other pertinent and complex regulations to give participants a fundamental understanding on how to navigate and apply these regulations compliantly within their organization.

This session focuses on the intent and purpose behind, Wage and Hour, ADAAA and FMLA and will cover the basic interpretations and practical applications of the law. Additionally, we will discuss and demonstrate how to reduce liability by avoiding common compliance mistakes. Participants will learn how to properly engage in the interactive Reasonable Accommodation process for ADAAA and effectively managing FMLA leave for eligible employees.

Key take away include:

- Understand the basic requirements of Wage and Hour, ADAAA and FMLA regulations and the impact to the organization.
- Explore the most common Wage and Hour violations and how to avoid them.
- Recognize whom and when to apply the ADAAA and FMLA regulations and supporting documentation.
- Assist employees in handling accommodation and leave appropriately to protect yourself and the company from liability.

April 21: How to Find and Keep Good Employees \$35/person

This session begins with an open discussion of the true costs and effects of turnover and poor recruiting and hiring practices. All elements and/or systems that affect an organization in its hiring and *people* management are discussed.

To begin, participants will learn about recruiting, sourcing and screening candidates. Next, they will learn the art of behavioral-based interviewing (further explained in the Behavioral-Based Interviewing program description). Logically, the next step of instruction includes elements of background investigations to include employment, education, criminal history, credit history and other license and credential confirmation.

As we know, finding the right person and keeping the right person are related but still very different matters. So, this session will address both finding, as above, and keeping the most qualified employees of your organization. Employee retention tools as well as workplace enhancements and how compensation fits into retention are discussed. Specific retention programs such as employee recognition and awards programs as well as employee/supervisory surveys are explored.

May 5 & May 19: Understanding Ourselves and Others: DiSC Personality Profile Assessment (Part 1 & Part 2) \$125/person

We all have many personalities and whatever the reasons, unless we understand ourselves better, it will be more difficult to understand others. The DiSC Profile is designed to help us understand more about our natural behavioral styles. Being aware of how we behave is one thing... knowing why we behave the way we do is something else.

The premise of this training is four-fold: (1) To understand your behavioral tendencies and begin developing an understanding of how these styles may affect others, (2) to understand, respect, appreciate and value individual differences, (3) to enhance your effectiveness in accomplishing tasks by improving your relationships with others, and (4) to develop strategies for working together to increase productivity.

The *DiSC Personal Profile System* isn't a test that you can pass or fail. The Personal Profile System is a simple, self-scoring instrument that will help us not only understand ourselves and others, but also learn about how to work more productively with those in our organization whose behavioral styles are different from ours.

June 2 & June 16: Performance Management (Part 1 and Part 2) \$70/person

Did you know two thirds of supervisors receive little to no training on how to handle the soft skills of management? Supervisors must exhibit true leadership, boost morale, and reduce employee turnover, all while positively impacting your organization's bottom line -- a tall order for even the most experienced professional. This two-part series will address necessary skills with a focus on the employee – manager relationship. We'll discuss the behaviors that effective supervisors should demonstrate and lay the groundwork for effective leadership and management skills.

Session 1 Learning Topics include:

- **Essential Skills of Leadership** – Builds a foundation that enables managers to manage their team toward a shared goal: achieving the organization's strategic objectives.
- **Essential Skills of Communicating** – Teaches managers the latest business communication strategies, thereby improving their performance and increasing the productivity of both the team and the organization.
- **Developing Performance Goals and Standards** – Learners analyze the skills and strategies they use every day in their jobs to identify the techniques that they do very well and to develop ways for them to do their job better.

Session 2 Learning Topics include:

- **Coaching Job Skills** – Helps managers learn how to effectively coach individuals through a process of observation, analysis and communication. By carefully planning one-on-one discussions, managers can have the greatest impact and gain individual commitment to achieving results.
- **Providing Performance Feedback** – Helps managers learn a systematic, fact-based approach to performance improvement through quality feedback.

- **Effective Discipline** – Helps managers learn effective techniques for addressing problem behavior. Using communication skills, the manager works to preserve the individual’s self-respect and encourage the best kind of discipline – self-discipline.

Tuition:

\$35.00 per person, per 1 day webinar

\$125.00 2-day DiSC Personality Profile Series *Includes Assessment*

\$70.00 2-day Performance Management 1& 2

Schedule:

Every Other Wednesday, beginning April 2021- June 2021

UPDATED- 11:00 am-12:30 pm EST

Please click [HERE](#) to register for SESCO’s Spring 2021 Webinars

Cancellation Policy:

Requests for cancellations or substitutions will be honored if they are received seven (7) days prior to the beginning of the seminar. The person(s) may be registered for another webinar session or other names may be substituted; otherwise, the company will be billed for the full amount of the webinar.



Registration Agreement

Participant's Name: _____

Title: _____

Organization: _____

Email Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Billing Address: _____
(If different from above)

Webinar Title: _____

Webinar Date: _____

*Once your registration has been processed, you will receive Zoom information to dial in/participate.

Name on Card: _____

Credit Card Number: _____

Expiration Date: _____

Security Code: _____

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Complete and return to:

Trisha Thompson
trisha@sescomgt.com
SESCO Management Consultants
P.O. Box 1848
Bristol, TN 37621

Telephone: (423) 764-4127

Fax: (423) 764-5869