SUNSTONE HR

ENGAGEMENT·ALIGNMENT·PRODUCTIVITY·RESULTS

HR TRAINING PROGRAMS

Legal Basics for the HR Team (4 hours)

Similar to the manager training listed above, with a focus on HR administration, including the investigation and problem resolution of the legal challenges faced by an organization. The intent is to not just introduce the laws, but to spend additional time on application with a high emphasis on case studies and situational applications.

Learning objectives include:

- An understanding of each of the major employment laws, including Equal Pay Act, Civil Rights Act, Fair Labor Standards Act, Age Discrimination in Employment Act, Veterans Readjustment Acts, Americans with Disabilities Act, Family Medical Leave Act, etc.
- An understanding of how these employment laws underscore much of what occurs in the workplace.
- After a basic understanding of employment laws is achieved, most of the development will be case studies, examples and workplace applications.
- How to discipline and terminate an employee in a legally defensible manner.

Situation Assessment and Internal Investigations (4 hours)

When an employee complains to HR, a manager or through a hotline about what appears to be a 'big' situation, how urgent is the matter, really? Is this something that could hurt the company and must be addressed immediately or is it a simple opportunity for some internal coaching and development. A good HR professional is able to discern just how great of an exposure there might be, and to protect both the employee and the company through the most appropriate problem resolutions.

Learning objectives include:

- How to wade through the facts or allegations and determine the magnitude of the employee relations concern. Is your company at risk? What might the consequences be?
- Understand when a more formal investigation might be necessary.
- Understand the primary goals and impact of an internal investigation.
- Setting an investigation strategy most likely to collect timely and accurate data.
- Managing the investigation process, confidentiality and employee confidences.

Human Resource Strategy I (6 hours)

This course is specifically designed to increase the strategic contributions of the HR team at any organization. With a focus on the major areas of the HR team's service, strategies are shared on how to better tie the team's work to the organization's objectives.

This course could also be titled "HR for the Non-HR Professional." A COO or other leader with HR as a side-duty will greatly benefit from this course.

Learning objectives include:

- Pre-course, confidential assessment of current level of HR strengths across a four-quadrant model.
- Talent strategies: How to strategically identify key positions and high performers in an organization. Includes discussions on succession planning, development.
- Motivation, development and retention of high performers, and the rest of the organization.
- Measuring and driving employee engagement long-term. Building a positive work environment.
- Effective employer branding and how to sell your culture to an online audience.

Human Resource Strategy II (6 hours)

This course is designed as a follow-up to HR Strategy I and to further increase the strategic contributions of the HR team. This session will focus more on the HR professional's understanding of the business and how that will positively impact the value of the HR department and the HR professional.

Learning objectives include:

- Performance management strategies and effective evaluation processes.
- Measuring the effectiveness of your employee programs: recognition, rewards, compensation, development.
- Strategic measurement of human capital. Moving past 'measuring what we do' to metrics that the C-suite will value.
- Importance of HR professionals understanding what's important to the business.
- Driving lasting and effective change in an organization and dealing with organizational resistance.