

Navigating HR Compliance Through the Employee Lifecycle

Intended Audience	HR professionals at all levels	Delivery Options	2-Day In-Person or Live Online
HR Competencies	<ul style="list-style-type: none">• Ethical Practice• Communication• HR Expertise (HR Knowledge)	Recertification*	15 PDCs

Program Overview

Grow your knowledge and comfort level of a wide range of compliance and legal issues in this enlightening two-day course. Through this interactive experience, you will learn how to effectively guide your organization through the employment laws that impact each phase of the employee lifecycle, from recruiting to separation. Use SHRM's framework to analyze the impacts of employment legislation and compliance practices, such hiring, employee wages, hours and benefits requirements, discrimination, harassment, and separation practices. You will learn the importance of using compliance to build and sustain a strong company culture and through a series of real-world legal and compliance scenarios, you will expand your ability to advise, manage, and better protect yourself, your employees, and your organization from potential risk.

Why Attend

- Mitigate compliance issues with greater ease
- Develop sound workplace policies
- Know when to engage legal counsel

What You Will Learn How To

- Expand your knowledge of the federal laws and issues that apply to employees throughout the employee lifecycle
- Explore solutions to address potential legal challenges that exist for employers
- Provide practical thoughts to support your needs during the employment lifecycle
- Ensure compliance is part of your culture

Program Modules

This program includes the following modules:

Recruiting: Hiring for the Right Reasons

- Developing the Employment Application
- Selecting Candidates for the Initial Screening Process
- Conducting Interviews
- Managing Background Checks



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- Preparing the Offer

Onboarding: Three Phases for Employee Retention

- Preparing for the New Employee - Pre-Boarding
- Executing the Orientation Process and Creating the Employee Handbook
- Conducting Onboarding

Performance: Addressing Mental Health, Injuries, and Virtual Issues

- Addressing Mental Health Issues at Work
- Considering Injuries of Employees
- Handling Virtual Issues

Development: Empowering Your Growth Through Critical Compliance Scenarios Involving Employees

- Complying with Internal Workplace Investigation Practices
- Implementing Compliance Practices with Remote Employees
- Applying Brick and Mortar Compliance for On-Site Employees
- Addressing Discrimination Concerns
- Ensuring Diversity and Inclusion Compliance Best Practices
- Preventing and Intervening with Violence in the Workplace
- Managing Leaves of Absence

Separation: Assessing Separation Types, Related Federal Laws, and Managing the Process

- Considering Options Before Implementing Reductions
- Building Your Reduction in Force (RIF) Plan
- Parting Ways – Notice is Key
- Separating the Right Way
- Before They Go – Exit Interviews



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