

# Supervisor and the Law

Did you know that managers and supervisors are often not aware of their role as a legal agent for their organization? They need a clear understanding of potential legal landmines that could impact the workplace. Managers must have the ability to identify risk, understand when issues need to be addressed, and take appropriate actions. This program provides an introduction to various employment laws and best practices for minimizing risk in your organization.

## Learning Objectives:

- Explore the role of legal agent and the implications for managers and supervisors.
- Identify employment laws and actions required to remain compliant.
- Review best practices to reduce the risk of litigation in all phases of the employment life cycle.
- Recognize the importance of documentation to support employment decisions.
- Determine when and how to partner with HR.



**CEUs:**  
0.7 (6.5 hours)

**HRCI Credits:**  
6.5 HR (General)

**SHRM:**  
6.5 PDCs

## Learning Options:

- Classroom training
- Virtual training
- At your location

## Who Should Attend:

- New managers and supervisors
- Experienced managers and supervisors as a refresher

## Learn. Grow. Succeed.

Delivery options include learning at MRA, at your location, or online.  
Contact MRA to explore how this program may be customized to your unique individual and team training needs.



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## Course Outline

- Discuss the role of a supervisor and what it means to be a legal agent
- Review federal fair employment laws related to discrimination of protected classes
- Understand the ADA and reasonable accommodations
- Examine harassment and identify harassing conduct
- Review leave considerations, including FMLA and other leaves of absence
- Understand guidelines for legal interviewing
- Review documentation and best practices related to performance management and disciplinary actions

“ I learned a lot of information regarding interviewing and documentation that will be useful for my job. This program is well put together.

The knowledge learned today can be applied immediately to create a more positive and transparent work environment. ”



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