

MASTER WORKSHOP TOPICS LIST

Supervision and Management

Title	Audience	Workshop Length	Available Versions
Handling Grievances This interactive workshop equips supervisors with the knowledge to manage grievance situations in a way that provides maximum protection for their agencies.	Supervisors and Managers	Half Day	Public Sector, CCD, K12
Supervisory Skills for the First Line Supervisor/Manager This program is designed to provide first-line supervisors an opportunity for refining their supervisory skills, with emphasis on the supervision of personnel at the work location.	Supervisors and Managers	Full Day	Public Sector,
Exercising Your Management Rights This introductory overview workshop identifies the rights of supervisors and managers, and shows how to exercise them in a way that can improve their management skills.	Supervisors and Managers	Half Day	Public Sector; CCD, K12
Managing the Marginal Employee This workshop is designed to train supervisors and managers on how to manage the employee who does the “bare minimum” and/or “pushes the envelope.”	Supervisors and Managers	Half Day	Public Sector, CCD, K12
12 Steps to Avoiding Liability This session will provide managers with the tools they need to take preventive steps before a lawsuit is filed and invest necessary time and resources to defend a lawsuit.	Supervisors through Executive Management	Half Day	Public Sector, CCD, K12

Evaluation and Discipline

Title	Audience	Workshop Length	Available Versions
Discipline: Putting It into Practice This practical “how to” workshop is designed to maximize the involvement of participants and give them a “hands-on” sense of how to apply the necessary principles and procedures when disciplining employees.	Supervisors and Managers	Full Day	Public Sector,
Managing Leave Laws and the Discipline Process This workshop focuses on the various leave laws and how they affect the discipline process.	Upper Level Management and Human Resources	Full Day	Public Sector, CCD

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<p>Managing Performance Through Evaluation This practical workshop is designed to help supervisors strike the delicate balance between their responsibility to uphold employment standards on the one hand and the employee's rights to fair warning and due process on the other.</p>	Supervisors and Managers	Half Day	Public Sector, CCD, K12
<p>Performance Management: Evaluation, Documentation and Discipline This workshop takes the supervisor and manager through each step of performance management. From objectively evaluating performance, documenting performance issues and, if necessary, discipline.</p>	Supervisors and Managers	Half Day	Public Sector,
<p>Prevention and Control of Absenteeism and Abuse of Leave This workshop provides effective solutions to the most persistent and vexing problems of employee absenteeism and/or abuse of leave privileges.</p>	Supervisors and Managers	Half Day	Public Sector, CCD, K12
<p>Evaluation, Discipline and Non Re-employment of Contract Faculty This workshop will explore the correct procedures for evaluation of new faculty and will discuss the options available if a new faculty member does not meet the expectations of the college administration and/or fellow faculty.</p>	Human Resources Managers, Instructional Administrators at all levels and Department Chairs	Half Day	CCD
<p>Going Outside the Classified Service: Short-Term Employees, Substitutes and Professional Experts This workshop will address relevant education code provisions and legal interpretations with respect to short term employees, including, part-time and substitute employees. This workshop will also cover the requirements of A.B. 500.</p>	Human Resources Managers, Instructional Administrators at all levels, Department Chairs and Site Administrators	Half Day	CCD
<p>Adjunct Faculty This workshop will unravel the mysteries of this important employment action. The topics that will be discussed include: when & how faculty can acquire tenure, the "60 % rule," and the differences between persons employed before 1967 and after 1967.</p>	Human Resources Managers, Instructional Administrators at all levels and Department Chairs	Half Day	CCD
<p>Student Health, Safety and Discipline More and more, the responsibility placed on community colleges extend beyond traditional curriculum topics. This session will guide you through the recent changes in law on a variety of student issues.</p>	Site Administrators, Student Personnel Administrators/ Managers and District Office Staff with responsibility to students	Half Day	CCD

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<p>Employee Due Process Rights and 'Skelly': A Guide to Implementing Public Employee Discipline</p> <p>This workshop addresses the steps that must be taken to ensure due process in disciplining staff. Topics include the structure and language of a proper <i>Skelly</i> notice as well as the <i>Skelly</i> process.</p>	Supervisors, Managers, Administrators	Half Day	Public Sector, CCD, K12
<p>The ABCs of Sustaining Discipline</p> <p>From lawful appeal procedures to enforcement of zero tolerance policies, this overview session will be a lively A, B, C approach to discipline: appeals, best practices, counseling, demotions, evaluations, freedom of speech, etc. Join our workshop for an informative, up to date, interactive approach to the discipline process! Our goal is to empower supervisors to use corrective action when needed without fearing the outcome of the administrative appeal process.</p>	Supervisors and Managers	Half Day	Public Sector, CCD, K12

Discrimination and Retaliation

Title	Audience	Workshop Length	Available Versions
<p>Recognizing and Preventing Discrimination</p> <p>This workshop will cover the broad and growing range of protections against discrimination provided to public sector employees and applicants by state and federal laws.</p>	All Staff	Full Day	Public Sector
<p>Preventing Harassment, Discrimination and Retaliation</p> <p>This practical workshop, designed for all levels of agency employees, provides guidance on managing day-to-day interactions to prevent unlawful discrimination harassment. Fully meets requirements of AB 1825. Can also be conducted in Spanish.</p>	Supervisors, Managers, Human Resources Staff	Half Day	Public Sector, CCD, K12
<p>Advanced Investigations of Harassment Complaints</p> <p>This is an advanced investigation workshop which focuses on interview techniques, the general background on the laws of harassment and discrimination, how to focus the investigation to prevent a "run away" interview, dealing with a difficult or evasive witness, responding to union representatives or attorneys who insist on controlling the investigation and making factual findings.</p>	Upper Level Management, Human Resources Staff and Agency/District Counsel	Half Day	Public Sector; CCD

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<p>Embracing Diversity/Creating a Culture of Respect This workshop was developed to address some of the issues surrounding diversity and its impact on the workplace. This session will cover subjects including: creating a culture of respect; confronting prejudice; managing differences; and understanding the power of diversity. For Community College Districts: This workshop does not address statutory requirements of hiring a diverse workforce (see "Legal Issues Regarding Hiring".)</p>	Supervisors and Managers	Half Day	Public Sector, CCD
<p>Retaliation This workshop will discuss the legal aspects of potential retaliation claims under federal and state law, the sources of retaliation claims, and what constitutes "protected activity" which can give rise to a retaliation claim. Constitutional issues such as freedom of speech and association will also be covered. This workshop will discuss what preventative steps the agency may utilize in preventing and/or minimizing retaliation claims.</p>	Supervisors, Managers and Human Resources Staff	Half Day	Public Sector,

Privacy

Title	Audience	Workshop Length	Available Versions
<p>Privacy Issues in the Workplace This workshop guides managers and supervisors through the maze of laws and court decisions dealing with an employee's right to privacy and management's right to information. In addition, particular emphasis is placed on a continuously developing area of law - privacy issues in the computerized workplace.</p>	Upper Management, Human Resources/ Employment Relations Staff, Agency Counsel, Instructional Administrators at all levels & Site Administrators	Half Day	Public Sector, CCD, K12
<p>Checking References: The Most Important Part of the Hiring Process This workshop is designed to train supervisors and managers as well as human resources personnel and agency counsel in the legal parameters of seeking and providing references and background information for prospective and former employees.</p>	Supervisors, Managers, Human Resources Personnel and Agency Counsel	Half Day	Public Sector, K12
<p>Super Manager or Super Spy: the Use of Technology in Monitoring Employee Conduct This workshop explores the wide range of issues arising from the interplay between technology and privacy in the workplace. It guides managers through the patchwork of federal and state laws and court decisions that govern these issues.</p>	Supervisors and Managers	Half Day	Public Sector, CCD, K12

Employment Relations

Title	Audience	Workshop Length	Available Versions
<p>Public Sector Employment Law Update Through the use of current case studies, this workshop will help top executives and agency counsel anticipate emerging new trends in labor and employment law before problems arise.</p>	<p>Executive Managers, Human Resources/ Employee Relations Managers, District Office Administrators, Site Administrators</p>	<p>Half Day</p>	<p>Public Sector, CCD, K12</p>
<p>Legal Issues Regarding Hiring An informative review of new laws and court cases to keep you on top of significant changes in labor and employment law.</p>	<p>Supervisors and Managers, Human Resources Managers, Instructional Administrators at all levels and Department Chairs</p>	<p>Half Day</p>	<p>Public Sector, K12</p>
<p>Personnel Issues: Hiring, Reference Checks and Personnel Records & Files An introductory course, this workshop covers an overview of all steps in the hiring process; legal parameters in giving and obtaining references; and the do's and don'ts for those who work with personnel files including guidelines for understanding the purpose, appropriate contents, maintenance and retention of personnel files.</p>	<p>Upper Management, Human Resources/ Employment Relations Staff, Agency Counsel</p>	<p>Full Day</p>	<p>Public Sector, CCD</p>
<p>Public Meeting Law (the Brown Act) and Public Records Act This program provides a focus on these important laws, including a review of the fundamentals and an update on recent developments related to these laws. This workshop is particularly designed for those most responsible for complying with the legal stipulations outlined in the laws.</p>	<p>Members of Legislative Bodies, Administrative Boards, Top Managers, Human Resources/ Employment Relations Staff, Agency Counsel & Risk Managers</p>	<p>Half Day</p>	<p>Public Sector, CCD, K12</p>
<p>A Supervisor's Employment Relations Primer This workshop provides agency managers with an overview of employment relations issues including: meeting and conferring, union organizing, union representation, and past practice, grievances, discipline, evaluation and discrimination. This is an excellent workshop for first time managers or as a refresher to seasoned managers.</p>	<p>Supervisors and Managers</p>	<p>Full Day</p>	<p>Public Sector, CCD, K12</p>

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<p>The Meaning of At-Will, Part-time and Contract Employment This workshop addresses the meaning of at-will employment including determining which employees are at-will, their rights, preserving at-will status, and disciplining and evaluating at-will employees. Also includes definitions of all types of part-time and contract employment as well as how to manage these employees.</p>	<p>Upper Management, Human Resources/ Employment Relations Staff, Agency Counsel</p>	<p>Half Day</p>	<p>Public Sector</p>
<p>Annual Audit of Your Personnel Rules This workshop presents optimum approaches to personnel rules and employer-employee relations issues from a policy and legal standpoint.</p>	<p>Human Resources/ Employment Relations Staff</p>	<p>Half Day</p>	<p>Public Sector,</p>
<p>Family and Medical Care Leave Acts This workshop will cover the Family and Medical Leave Act (including the new 2009 regulations), the California Family Rights Act, and related family and medical leave laws. The presentation will address the conflicts and overlap of the various laws.</p>	<p>Human Resources Staff, Supervisors and Managers</p>	<p>Half Day</p>	<p>Public Sector</p>
<p>Legal Aspects of Violence in the Workplace This workshop can provide important protection for agency employees by showing how they can minimize the potential for violent episodes in the workplace - and how to respond to violence when it does occur.</p>	<p>Upper Management, Human Resources/Employment Relations Staff, Agency Counsel</p>	<p>Half Day</p>	<p>Public Sector, CCD, K12</p>
<p>Limits on an Employer's Right to Medical Information This workshop provides an overview of the acquisition and use of employee medical information. A discussion of HIPAA is also included.</p>	<p>Human Resources, Risk Managers and Command levels of Police and Fire</p>	<p>Half Day</p>	<p>Public Sector, CCD, K12</p>
<p>Name that Section: Frequently Used Education Code & Title 5 Sections for CCDs The Education Code and Title 5 of the California Code of Regulations present daily challenges to managers, supervisors and HR professionals of community colleges. Over the years, our attorneys have received thousands of questions about so any of the applicable sections. This workshop will be a survey into so many of the more common (and perhaps less common) sections/topics with which our clients have struggled. As a sample, this workshop will address the tenure review process, classified employee probationary periods, administrator contracts, the Title 5 process for responding to a discrimination complaint, classified and academic leaves of absence provisions, the 67% law, Title 5 issues re recruitment, records retention, proper use of short term, substitute and limited term classified employees, benefits of part-time employees, proper use of criminal records, and student records.</p>	<p>Managers, Supervisors and HR professionals</p>	<p>Half Day</p>	<p>CCD</p>

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<p>Speaking Freely or Shouting “Fire” School and college campuses are flashpoints for First Amendment clashes. Protesters, employee complaints, academic freedom, invocations, religious clubs, school newspapers, Facebook, blogs, cell phones, use of campus mailboxes - what can a school or college regulate, and when? How does technology affect the right to regulate speech? Having extensive experience in litigating First Amendment issues, as well as drafting policies and procedures that have helped schools and colleges more effectively regulate these issues as they arise, our attorneys are in a unique position to provide guidance and solutions to schools and colleges regarding these challenging matters.</p>	<p>Supervisors, Managers and Administrators</p>	<p>Half Day</p>	<p>Public Sector, CCD, K12</p>
<p>FLSA: New Developments and Hot Topics This workshop will instruct agency employees on two ways to stay current on Fair Labor Standards Act (FLSA) issues. First, the presenter will explain how the most recent wage and hour decisions impact how your agency compensates both overtime-eligible and overtime exempt employees. Second, the session will include a discussion on practical advice for avoiding the FLSA danger zones.</p>	<p>Agency/District Counsel, Personnel, Human Resources, Finance, Risk Management and Department Heads in this area.</p>	<p>Half Day</p>	<p>Public Sector, K12, CCD</p>
<p>Introduction to the FLSA This workshop will provide a basic introduction to the Fair Labor Standards Act including the responsibilities of managers. This overview of the act will address such issues as compensability of breaks, mealtimes and how 9/80 work schedules are supposed to work.</p>	<p>Supervisors, Managers, Department Heads</p>	<p>Half Day</p>	<p>Public Sector, K12, CCD</p>
<p>Advanced FLSA One of LCW's FLSA experts will lead you through this workshop. It will address some of the difficult FLSA issues which agencies deal with regularly. The presenter will also address some of the areas that many agencies continue to struggle with and will offer suggestions on how to bring your agency into compliance with the law.</p>	<p>Supervisors, Managers, HR, Finance/Payroll and IT staff responsible for ensuring compliance with the FLSA</p>	<p>Half Day</p>	<p>Public Sector, CCD, K-12</p>
<p>Labor Code 101 for Public Agencies This workshop will explain which parts of the California Labor Code impact public agencies on a regular basis.</p>	<p>Human Resources Staff, Managers</p>	<p>Half Day</p>	<p>Public Sector</p>
<p>Human Resources Round Table This workshop gives human resources managers and staff a chance to bring to the table their specific questions on employment law.</p>	<p>Department Heads, Executive Management, Human Resources Staff</p>	<p>Half Day</p>	<p>Public Sector, CCD, K12</p>

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<p>Principles for Public Safety Employment This workshop provides participants with needed knowledge of the unique laws regulating peace officer employment, including the Public Safety Officers Procedural Bill of Rights, internal affairs investigations, Pitchess motions, background investigations, and industrial disability leave.</p>	<p>Public Safety Management, Human Resources Staff, Agency Counsel</p>	<p>Half Day</p>	<p>Public Sector</p>
<p>Issues and Challenges Regarding Drugs and Alcohol in the Workplace This workshop will help public agency managers deal with the impact of drugs and alcohol in the workplace..</p>	<p>Upper Management, Human Resources/ Employment Relations Staff</p>	<p>Half Day</p>	<p>Public Sector</p>
<p>Conflicts of Interest Conflict of interest laws are meant to insure that the public's interests never take a backseat to private considerations. Increasingly, governing board members and district employees have become entangled in decisions and transactions that violate one or more of these complex rules. This workshop will explain the most significant parts of these laws, and will provide practical, concrete examples of pitfalls to avoid.</p>	<p>Upper Level Management, Councils/Boards</p>	<p>Half Day</p>	<p>Public Sector</p>
<p>Employees and Driving This new workshop will help employers minimize their liability and maximize their understanding of driving-related rules. Everything you need to know about auto insurance requirements, DOT regulations, DMV reports and even what happens when an employee is charged with a DUI will be covered in this hands-on, practical program.</p>	<p>Human Resources Staff, Risk Managers, other Managers responsible for Driving Programs</p>	<p>Half Day</p>	<p>Public Sector, CCD, K12</p>
<p>Leaves, Leaves and More Leaves Participants in this workshop will leave with a better understanding of the various paid and unpaid leaves (FMLA/CFRA/ADA/FEHA/sick leave etc.) including when employees are eligible for leaves and the employers' responsibilities.</p>	<p>Supervisors, Managers and above</p>	<p>Half Day</p>	<p>Public Sector</p>
<p>Disaster Service Workers – If You Call Them, Will They Come? Talk of pandemics is on the rise. Some predict that absenteeism could reach 40% during a severe pandemic. Is your agency prepared? This workshop will help identify what “disaster service” means and what agencies should do to prepare for disaster before it strikes. It discusses registration, training, classification and liability of disaster workers as well as activation, immunity and workers' compensation benefits.</p>	<p>Managers, Human Resources Staff, and Risk Managers</p>	<p>Half Day</p>	<p>Public Sector, CCD</p>

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<p>A No Holds Barred Approach to Employee Body Piercing, Tattoos and Dress Codes As employee body art becomes more common in the workplace, employers are presented with a variety of legal and practical challenges. This session will examine the impact of privacy rights, freedom of expression, freedom of religion, safety requirements and other restrictions upon an employer's ability to regulate workplace body art and dress codes.</p>	<p>Supervisors and Managers</p>	<p>Half Day</p>	<p>Public Sector, CCD, K12</p>
<p>Legal Issues Related to Generational Diversity and Succession Planning: Opportunities for Building a Stronger Workforce This is the first time four generations have been present in the workforce at the same time. The differences brought by each group, if properly channeled, can enhance every organization. If not handled properly, though, these differences can lead to frustration and turnover and potential legal challenges. This workshop aims to assist agencies in making the most of their generationally diverse workforce.</p>	<p>Supervisors and Managers</p>	<p>Half Day</p>	<p>Public Sector, CCD, K12</p>
<p>Sick and Disabled Employees This hands-on workshop will present a series of real life case studies involving employees with both industrial and non-industrial illnesses and/or injuries. In each case study, the presenter will address frequent problem areas which arise as a result of the impact of the overlapping laws, including the Americans with Disabilities Act, the Fair Employment and Housing Act, the state and federal Family Sick Leave and others including MOU provisions and the overlap of the Workers' Compensation Act.</p>	<p>Supervisors, Managers and Human Resources Staff who already have a basic understanding of the family leave and disability laws</p>	<p>Half Day</p>	<p>Public Sector, CCD, K12</p>
<p>Firefighters Procedural Bill of Rights Act Starting January 1, 2008, firefighters, paramedics and EMTs will be protected by the Firefighters Procedural Bill of Rights Act ("FBOR"). The protections afforded by the FBOR, which are very similar to the protections already afforded to peace officers, will radically change the way that fire departments handle personnel matters, including administrative investigations, discipline, and even low-level supervisory contacts with employees. Violation of the new law can have negative consequences for agencies from injunctive relief to fines to damages. This practical "how to" training is especially designed for fire department supervisors and managers who will face new difficulties in managing personnel as a result of the FBOR.</p>	<p>Fire Management Staff, Human Resources Staff</p>	<p>Half Day</p>	<p>Public Sector</p>

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<p>Legally Compliant Strategies for Diversity Enhancement</p> <p>This workshop briefly reviews the applicable law and clarifies the new terminology of EEO and diversity hiring. It then explores strategies that are both legally compliant and designed to diversify. The workshop also provides a much-needed opportunity for colleagues to share what they are doing on their own campuses.</p>	<p>Human Resource Officers, EEO Officers, and Campus Administrators involved in the Hiring Process</p>	<p>Half Day</p>	<p>CCD</p>
<p>Parent and Student Handbooks</p> <p>The Parent and Student Handbook is a critical document. It should reflect your school's culture and also clearly set out the school's expectations, policies, and procedures. This workshop will focus on the best practices for creating and updating your Parent and Student handbook. It will include a checklist of policies every Parent and Student handbook should include. Participants will review and compose portions of handbook language for hands-on training. Some key sample policies will also be included.</p>	<p>Administrators, Supervisors and Business Officers</p>	<p>Full Day</p>	<p>Independent Schools</p>
<p>Advanced Retirement Issues for California's Public Employers</p> <p>This workshop is designed to provide an easy-to-follow, comprehensive guide to the many different aspects of retirement -related issues that Human Resources personnel commonly face. This workshop will guide professionals through pension and retiree health care issues. The presenter will discuss pension topics such as employee eligibility, determining final compensation, early retirement incentives and employment of retirees. In addition, the presenter will discuss the disability retirement process from beginning to end, including local safety determination appeals. The presenter will focus on CalPERS related issues, but will also address '37 Act issues where they differ.</p>	<p>Human Resources Staff</p>	<p>Half Day</p>	<p>Public Sector, CCD, K12</p>

Labor Relations

Title	Audience	Workshop Length	Available Versions
<p>A Guide to Labor Negotiations</p> <p>This workshop is designed for upper-level managers and legal personnel or employee relations staff who are directly (or indirectly) involved in the negotiating process and will illustrate a "hands-on" approach to the various aspects of the process.</p>	<p>Upper Management, Human Resources/ Employment Relations Staff, Agency Counsel, District Office Administrators, Site Administrators and Human Resources Staff</p>	<p>Full Day</p>	<p>Public Sector, CCD, K12</p>
<p>Advanced Labor Negotiations Roundtable</p> <p>One of LCW's seasoned negotiators answers tough negotiation questions as well as provides insight into some of the more sensitive aspects of the process.</p>	<p>Anyone involved with negotiations</p>	<p>Half Day</p>	<p>Public Sector, CCD, K12</p>

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<p>Legal Issues for Negotiators This workshop provides labor negotiators with an overview of important legal issues that commonly arise during labor negotiations. The workshop offers practical advice on how to draft contract language that complies with existing laws on areas such as retirement benefits, FLSA overtime requirements and different types of leaves.</p>	Members of the Agency Negotiating Team	Half Day	Public Sector, CCD, K12
<p>Labor and Employment Relations Issues During Lean Economic Times In these times of budget cuts and increasing demand to do more with less resources, your agency may need to plan for and implement creative and alternative measures to alleviate some of the financial burdens of a bad economy. This session will provide you with practical tips and tools to plan for and get your agency through these tough economic times, including alternatives to layoffs, unique legal challenges presented by layoffs; public financing; and employment issues in the face of municipal bankruptcy.</p>	Human Resources Staff and Executive Level Management	Half Day	Public Sector

Disability and Occupational Safety

Title	Audience	Workshop Length	Available Versions
<p>Managing Employee Injuries, Disability and Occupational Safety This workshop will focus on helping management deal effectively with issues surrounding occupational safety, employee injuries and disability. It also provides tools to institute risk management programs that can prevent and tackle those problems.</p>	Supervisors and Managers	Full Day	Public Sector, CCD, K12
<p>Current Developments in Workers' Compensation This workshop is designed to give supervisors and managers the knowledge necessary to deal with the issues surrounding disability and workers' compensation. This workshop will familiarize you with the latest workers' compensation laws and rulings.</p>	Supervisors and Managers	Half Day	Public Sector, CCD, K12
<p>Disability Discrimination/Family and Medical Care Leave/Workers' Compensation/Disability Retirement: Administering Overlapping Laws This workshop focuses on how these laws interrelate and how you can intelligently and economically comply with each of them.</p>	Upper Management, Human Resources/ Employment Relations Staff, Agency Counsel	Full Day	Public Sector
<p>The Disability Interactive Process This workshop will cover the interactive process from start to finish. Included in the discussion will be starting the interactive discussion, reasonable accommodation and light duty assignments.</p>	Human Resources Staff, Managers and above	Half Day	Public Sector, CCD, K12

Public Employment

Title	Audience	Workshop Length	Available Versions
<p>Ethics in Public Service AB 1234 requires that certain local agency officials receive ethics training on a regular basis. This session covers all required topics including ethics codes, conflicts of interest, gift limitations, honoraria prohibitions, and conduct upon leaving office.</p>	Members of legislative bodies, Board Members, Supervisors and Managers	Half Day	Public Sector; CCD
<p>Introduction to Public Service This workshop covers the unique aspects of being a public sector employee, including the discoverability of email, off duty conduct, conflict of interest, ethics, personal liability, Brown Act, and the Public Records Act.</p>	Supervisors, Managers and Above	Half Day	Public Sector

Educational Administration

Title	Audience	Workshop Length	Available Versions
<p>Practical Approach to Special Education This half-day workshop provides what busy district and site administrators need to know about navigating the I.D.E.A. Compliance is approached practically, giving administrators concrete strategies for effective and timely utilization of regular education resources first, referral and assessment, eligibility determinations, I.E.P. development and implementation and conflict resolution.</p>	Site Administrators, District Office Administration	Half Day	K12
<p>Special Education Law Basics: What Every Educator Needs to Know About Special Education (But Is Afraid to Ask) This half day workshop takes educators through the basics of Special Education including the interplay of regular education and special education; obligations of regular education teachers to serve special education students; core concepts; eligibility; and IEP process basics. This course is geared to regular education teachers and those new to Special Education.</p>	Teachers, Site Administrators, District Office Administration	Half Day	K12

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<p>Successful Implementation of Special Education: It's About Relationships This workshop is geared towards the practical implementation of a special education program. As well as provide essential information on legal compliance with the IDEA, it will aid educators in developing strategies for anticipating and avoiding conflicts and focus on creating positive relationships with parents, families and advocates.</p>	<p>Site Administrators, District Office Administration</p>	<p>Half Day</p>	<p>K12</p>
<p>Community College District Human Resources Academy I This workshop will provide an overview of issues facing CCD HR staff including labor negotiations, personnel files, confidential employees, recruitment, categories of employees, and key education code provisions.</p>	<p>Human Resources Staff with 1-3 years experience</p>	<p>Half Day</p>	<p>CCD</p>
<p>Community College District Human Resources Academy II This workshop will focus on advanced issues that experienced HR staff must face including key education code provisions, 67% rule compliance, fitness for duty, 39 month re-employment and more. Participants are encouraged to bring their tough HR questions to the workshop.</p>	<p>Human Resources Staff with 3+ years experience</p>	<p>Half Day</p>	<p>CCD</p>
<p>Crisis Management – How to Approach Chaos in an Organized and Thoughtful Manner This presentation will discuss how to approach and manage serious crisis situations including alleged harassment and discrimination of students and employees, serious employee or student misconduct, suspected child abuse, custody issues, and threats against individual employees, students, and the school. This workshop will provide advice and a framework for approaching and responding to these situations in a manner that balances the needs of the individuals with the needs of the school.</p>	<p>Supervisors, Managers and Administrators</p>	<p>Half Day</p>	<p>CCD, K12</p>
<p>Mandated Reporting This workshop meets all legal requirements for those obligated to report suspected abuse or endangerment. The workshop covers everything from what triggers a duty to report through the details of the reporting process</p>	<p>Administrators, Managers, Supervisors, Classified and Certificated Employees</p>	<p>Half Day</p>	<p>Public Sector, CCD, K-12; Independent Schools</p>

Contract and Facilities

Title	Audience	Workshop Length	Available Versions
<p>Public Works Construction Project: From Bidding Through Completion This workshop is designed to provide facility directors, construction managers, project managers, and other facility staff with practical tools and information for bidding, overseeing, and completing a public works construction project. It includes information on the latest requirements and procedures regarding bidding; bid protest; contract and contract award; subcontractor substitution; insurance and bonds; evaluation and handling of disputes with architect, contractor, subcontractor, surety, and insurance companies; and closing-out a project. It also provides useful tips to prepare for and handle complex litigation, and negotiate and draft settlement agreements.</p>	<p>Facility Directors, Construction Managers, Project Managers and other Facility Staff</p>	<p>Half Day</p>	<p>CCD, K12</p>
<p>Non-Construction Contracts and Purchasing Agreements This workshop trains business and purchasing personnel about the limitations and scope of a public entity's authority to contract; the requirements and procedures for different types of contracts and purchasing agreements; and essential contract terms and conditions. It also prepares business and purchasing personnel to draft and negotiate basic contracts and purchasing agreements, work effectively and efficiently with legal counsel on complex contracts, and to prepare for potential litigation.</p>	<p>Business and Purchasing Personnel</p>	<p>Half Day</p>	<p>CCD, K12</p>