Human Resource Training Workshop II:
Beyond the Employee Handbook and Coping with COVID-19
Course Description

Session 1 – Course Overview, HR recap and COVID-19
Wednesday May 27, 2020
9:30 AM to 12:30 PM
Introductions
Recap of laws necessary for the remainder of the workshop
Open questions
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COVID-19:
How do I prepare for re-opening, or if I am an essential business, what do I need to do to protect my business and employees? What are the new workplace parameters?
Has COVID-19 had an adverse affect on your employees' mental health and what are your responsibilities?
Proper communication

Session 2 – Getting to the bottom of things
Wednesday June 3, 2020
9:30 AM to 11:30 AM
The art of listening
The art of asking the right questions
The art of communicating

Session 3 – Handling internal complaints other than sexual harassment and discrimination
Wednesday June 10, 2020
9:30 AM to 11:30 AM
Which questions do you ask?
Of whom do you ask questions?
How do you determine what to do after you ask questions?
How do you advise of your findings?

Session 4 – Handling internal investigations related to sexual harassment and discrimination
Wednesday June 17, 2020
9:30 AM to 11:30 AM
Which questions do you ask?
Of whom do you ask questions?
How do you determine what to do after you ask questions?
How do you advise of your findings?

Session 5 – **Personal liability for employment-related decisions**
*Wednesday June 24, 2020*
9:30 AM to 11:30 AM
When am I personally liable for my own actions?
When am I personally liable for the acts of my employees?

Session 6 – **Hiring and firing dos and don’ts**
*July 1, 2020*
9:30 AM to 11:30 AM
Hiring Dos and Don'ts
Firing Dos and Don'ts
Final Questions

**About our instructor, Rania V. Sedhom:**

Rania Sedhom is currently a Managing Partner of her own law firm, Sedhom Law Group. She also serves as a Member of the Executive Compensation and Employee Benefits Committee, ABCNY, and a member of the Employment Law Section of the ABA. She is an attorney who provides practical and efficient solutions to complex problems and also provides business advisory services to her clients. Rania understands that laws affect business and without a deep understanding of business, legal advice is lacking. Her philosophy is to use law and regulations to help clients achieve goals. While most lawyers come from a place of “no,” Rania tells her clients she comes from a place of “know.” As such, she helps companies grow, contract, and effectuate business while using the law to support their endeavors.

Rania’s extraordinary interpersonal skills forge win-win relationships across diverse organizations and cross-functional stakeholders. She is a skilled legal and business commentator with appearances in national print and on TV media, including Bloomberg Radio, The Today Show, the L.A. Times, the Chicago Tribune, the Baltimore Sun, Forbes, Inc., Business Week, and CNN Money.

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