



Human Resources



LEARNING EVENT

Making the Most of Your Employees' Company Handbook

Mark your calendar for this 60 minute webinar

DATE: Thursday, March 18, 2010

TIME: 10:00 – 11:00 a.m.

Not having a sound employee handbook is sort of like driving without insurance. Risky! It is essential for every company to have an employee handbook to adequately manage its work force. If you have no handbook, your handbook has not been reviewed in a while, or you want to learn how to more effectively use your handbook to set employee expectations, this learning event is for you.

This one-hour webinar-style program will discuss the principal advantages of maintaining employee handbooks including: introducing new employees to the company, reducing confusion and misunderstanding about company practices and expectations, and their utility in defending lawsuits.

Key Topics

- Purpose of the employee handbook
- Advantages and potential pitfalls surrounding employee handbooks
- Best practices regarding the dissemination of employee handbooks
- Helping employees manage their employment expectations
- Helping supervisors and managers deal with employee expectations in the workplace

Registration Fee (for an unlimited number of participants at one phone/computer location)

OMA Members - \$29 Non-OMA Members - \$39

QUESTIONS? Call (800) 662-4463

Benefits of Attending

- Gain consistency in managing employees
- Improve litigation posture by knowing how to consistently utilize employee policies and practices
- Learn effective and practical everyday human resource practices

Your Jackson Lewis Presenters

Patricia (Trish) Krewson is an Associate in the Cleveland office of Jackson Lewis LLP. Trish has extensive complex civil litigation experience, has provided on-site client counseling, and has handled a variety of employment law matters. She has defended and counseled public and private sector employers of all sizes in cases arising under a variety of state and federal laws, including Title VII, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and the Family Medical Leave Act. In addition, she has represented and counseled management in public and private sector labor matters, including labor arbitrations and administrative proceedings.

Ryan J. Morley is an Associate of the Cleveland, Ohio office of Jackson Lewis LLP. Ryan represents employers before state and federal courts and in arbitration, mediation, and administrative proceedings involving alleged race, disability, sex, age and religious discrimination and harassment matters; wage and hour matters; and employee hiring, discipline, and termination. Ryan handles labor negotiations, unfair labor practices, and grievance arbitrations. He also conducts management and supervisory training, drafts employee handbooks and counsels employers on preventive litigation strategies. His practice also includes negotiating and drafting employee agreements, separation agreements, non-competition agreements, and collective bargaining agreements.

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By registering for this event, the organization(s) sponsoring this event, which are shown on the first page, will have access to your name and contact information.

FAX BACK REGISTRATION FORM TO (614) 224-1012 (Please copy for additional registrants)

Making the Most of Your Employees' Company Handbook

Thursday, March 18, 2010 10:00 – 11:00 a.m.

Registrant #1	Registrant #2
Name	Name
Title	Title
Company	Company
Address	Address
City/State/Zip	City/State/Zip
Phone	Phone
Fax	Fax
Email	Email
<p>REGISTRATION FEE: (For an unlimited number of participants at one computer/phone location) OMA Members - \$29 Non-OMA Members - \$39</p> <p>QUESTIONS? Call (800) 662-4463 <input type="checkbox"/> Check enclosed</p> <p>Make checks payable to: The Ohio Manufacturers' Association 33 N. High St., 6th Floor Columbus, OH 43215-3005</p> <p>OR FAX BACK TO: (614) 224-1012</p> <p>DEADLINE TO REGISTER AND DEADLINE TO CANCEL WITH REFUND IS TWO DAYS BEFORE THE EVENT</p>	<p><input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX</p> <p>Amt. _____</p> <p>Card # _____</p> <p>Expiration Date: _____</p> <p>Name on Credit Card: _____</p> <p>_____</p>

HOW THIS WEBINAR EVENT WORKS

1. This is a live webinar consisting of a 60 minute presentation.
2. The day before the webinar, you will be emailed login information for the webinar as well as a toll-free phone number to access the audio portion of the live seminar session. Webinar slides will be attached to the email as a PDF file, and a website link will be provided so you can join the webinar to view the slides.
3. A moderator will manage the webinar and there will be an opportunity to ask questions. All participants will be able to hear the questions and the presenter's responses. After the webinar, further questions can be directed to the presenter by email.

