

## Course Objectives & Outline

### Human Resource Basics/ Sensitivity Training

Unfortunately, we live in a litigious society. Organizations and individuals constantly have to worry about lawsuits. Leaders and employees need to have the awareness of human resource legislation that governs talent management practices in order to first, do the right thing, and second, avoid costly litigation.

This course covers basic human resource legislation in a style that allows participants to learn through engaging in group research, interaction and teaching. Participants are exposed to a variety of case studies to help apply the information to real life work situations. In addition, the course is customized for each company to include information about the organization's policies and procedures that govern human resource practices.

Most importantly, the course is designed not to bog people down in the legal issues that could lead to inability to make decisions and handle performance management issues, but to challenge participants to absorb the information and apply it by designing a basic litmus test for governing employee interactions.

#### Course Objectives:

Following the completion of this course, participants will be able to:

1. Know the basic legislative issues that govern human resources.
2. Apply laws and regulations to leadership and business situations.
3. Know the policies and procedures that govern people management within the organization.
4. Apply the policies and procedures of the organization to leadership and business situations.
5. Create a litmus test for governing behavior for interacting with others that incorporates learning from the course but doesn't bog individuals down in always focusing on litigation issues.
6. Understand the importance of diversity in the workplace.

#### Course Outline:

- I. Key HR Issues
  - a. What is discrimination?
  - b. Civil Rights Acts
  - c. Age Discrimination in Employment Act
  - d. Americans with Disabilities Act and Amendments
  - e. Lily Ledbetter Fair Pay Act
  - f. Fair Labor Standards Act (FLSA)
  - g. Sexual Harrassment
    - i. Quid Pro Quo
    - ii. Hostile Work Environment
  - h. Right to Work and Employment at Will
  - i. Company Specific Policies

The course follows an interactive format that caters to various learning styles. In addition, behavioral-based application and action planning is a part of every course Horizon Point facilitates.