

## **ADA & Disability Law**

### Section A: Knowing the ADA

- Self-Assessment
- Introduction
- What is the ADA?
- Conversation
- Assessment

### Section B: The ADA & Hiring

- Compliance
- Conversation
- Job Descriptions
- Hiring Right
- Assessment

### Section C: Living with the ADA

- Accommodation
- Improving Productivity
- Assessment

## **Preventing Sexual Harassment for Employees**

### Section A: Knowing the Law

- Self-Assessment
- Objectives
- Introduction
- What is Sexual Harassment?
- Assessment

### Section B: Knowing Your Rights

- Male/Female
- Same-Sex Harassment
- Hostile Environment
- Taking Action
- Assessment

### Section C: A Healthy Workplace

- Awareness & Prevention
- Suggestions for Success
- Assessment

## **Preventing Sexual Harassment for Employers**

### Section A: Knowing the Law

- Self-Assessment
- Objectives
- Introduction
- Defining Harassment
- Quid Pro Quo Harassment
- Hostile Environment Harassment
- Conversation
- Assessment

### Section B: Program for Prevention

- Developing a Policy
- Getting the Word Out
- Conversation
- Walking the Talk
- Assessment

### Section C: Responding to Harassment

- Preliminary Steps
- Conversation
- Conducting an Investigation
- Taking Action
- Assessment

## **Successful Hiring**

### Section A: Knowing the Law

- Self-Assessment
- Objectives
- Introduction
- Hiring Right
- Conversation
- Playing by the Rules
- Assessment

### Section B: Describing the Job

- Efficiency & Productivity
- Conversation
- Putting it on Paper
- Conversation
- Getting the Word Out
- Assessment

### Section C: Interviewing Right

- Preparation
- Interview Questions
- Face to Face
- Conversation
- Dos & Don'ts
- Assessment

## **Successful Termination**

### Section A: Introduction

- Self-Assessment
- Objectives
- The Productive Team
- A Positive Process
- Assessment

### Section B: Knowing the Law

- Employment Relationship
- Conversation
- Salvaging the Job
- Listen Up
- Rightful Termination
- Assessment

### Section C: Applying the Law

- Progressive Discipline
- What Went Wrong?
- The Discharge Discussion
- Perspectives
- Strategies for Success
- Assessment