



Georgia Employers' Association
577 Mulberry Street, Suite 710
Macon, Georgia 31201
Phone 478-722-8282 ~ Fax 478-722-8244



Sponsors: Constangy, Brooks & Smith, LLP
 The Georgia Employers' Association
 Macon Economic Development Commission

This intensive Certificate program is designed for individuals who:

- Have an interest in working in Human Resources
- Work in Human Resources and want to **enhance their value** to the company and their skills in Human Resources
- Want to gain a better understanding of how they can protect their company from expensive legal issues

Human Resources Employment Law Certificate Program	
<p>1. EEO: Preventing Sexual and Other Forms of Harassment, Discrimination and Retaliation Friday June 17, 2011</p>	<p>→ Understand how the Equal Employment Commission (EEOC) works. Understand what constitutes harassment, discrimination and retaliation and how to prevent it</p>
<p>2. The Problem: Ineffective Coaching, Discipline and Discharge Friday July 15, 2011</p>	<p>→ Recognize the causes of poor performance. Learn the steps of effectively counseling employees for improved performance. Guide your supervisors to appropriate behavior</p>
<p>3. What you don't Know Can Hurt You: Protecting Your Company from Wage & Hour Violations. Exempt Vs. Non-Exempt, Contractor vs. Employee, Etc., Friday August 19, 2011</p>	<p>→ Protect your company from Wage & Hour violations. The DOL is on the lookout for companies who are not paying their employees correctly. Prevent your company from paying hundreds of thousands of dollars in back pay and penalties</p>
<p>4. The Devils Triangle: FMLA, ADA & Workers Compensation Thursday September 15, 2011</p>	<p>→ Understand the intricacies of the FMLA, the ADA and how they link together with Workers Compensation to form what has been called "The Devil's Triangle"</p>
<p>5. Legal Interviewing: What you Can and Can Not Ask; Winning Unemployment Claims and the Hidden Cost of Garnishments Friday October 21, 2011</p>	<p>→ Protect your company from lawsuits by understanding what you can and can not ask. Win your company's unemployment claims. Prevent the hidden costs associated with losing this type of claim. As a bonus, understand the nature of Garnishments vs. Continuing garnishments – The Employer/Garnishee's obligation to respond etc.</p>
<p>6. Legally Required Benefits, Retirement Benefits and Record Keeping Friday November 11, 2011</p>	<p>→ Explore the key management issues of these "silent benefits" that are often overlooked by employees as a "real" benefit. However, the cost of these programs to the organization can be high unless they are managed correctly.</p>
<p>7. Maintaining a Union Free Status Friday December 9, 2011</p>	<p>→ Learn why you don't want a union at your company; Employer mistakes that cause employees to turn to unions, and much more.</p>

Students may complete the Certificate Program and receive a framed certificate by successfully completing:

- Five of the Seven Workshops Offered. You May also Register for Individual Workshops.

See the next page for schedule and registration information

Schedule of Courses offered in 2011

Location: 577 Mulberry Street, Cherry Blossom Suite, Macon, GA 31201 unless otherwise noted

From 9:00 AM to 12:00 PM

Friday June 17, 2011	EEO: Preventing Sexual and Other Forms of Harassment, Discrimination and Retaliation
Friday July 15, 2011	The Problem: Ineffective Coaching, Discipline and Discharge
Friday August 19, 2011	What you don't Know Can Hurt You: Protecting Your Company from Wage & Hour Violations. Exempt Vs. Non-Exempt. Prevent paying hundred of thousands of dollars in back pay and penalties
Thursday September 15, 2011	The Devils Triangle: FMLA, ADA & Workers Comp
Friday October 21, 2011	Legal Interviewing; Winning Unemployment Claims and the Hidden Cost of Garnishments
Friday November 11, 2011	Legally Required Benefits, Retirement Benefits and Record Keeping
Friday December 9, 2011	Maintaining a Union Free Status

REGISTRATION FORM

Company/Organization Name: _____

Address: _____
 City, ST ZIP: _____

Phone: _____
 Email: _____

Name:	_____
Title:	_____
Phone:	_____
Email:	_____

Cost per Individual Course:
\$125.00 GEA/Chamber Member
\$175.00 Non-GEA/Chamber Member

5 Courses GEA/Chamber Memb \$550.00
Non-GEA/Chamber Memb \$750.00
(To receive discount must register for 5 workshops at same time)

Register me for the following Workshop(s):

- June-** \$ _____
- July -** \$ _____
- August -** \$ _____
- September** \$ _____
- October -** \$ _____
- November -** \$ _____
- December** \$ _____

Total Amount Due: \$ _____
To pay by credit card call 478-722-8282

**Fax this form to 478-722-8244 or Mail to Georgia Employers' Association
 577 Mulberry Street
 Suite 710
 Macon, GA 31201**

→ FOR MORE INFORMATION ON THE CERTIFICATE PROGRAM CONTACT DAVID WHITAKER AT 478-722-8282 OR BY EMAIL AT DAVID@GEORGIAEMPLOYERS.ORG

Our Presenters



W. Melvin Haas, III
Constangy, Brooks & Smith, LLP

Mel was formerly a trial attorney with the National Labor Relations Board. He heads up the Macon office of Constangy, Brooks & Smith, LLP, and focuses his practice on labor relations, union avoidance consulting, campaigns, and NLRB litigation. Mel was named one of the "Top 10 Most Powerful Labor Attorneys" by Human Resources Executive Magazine for 2009, 2010. He was also named one of the "Most Powerful Employment Attorneys" by Human Resources Executive Magazine, 2010 and is Vice Chairman of the U.S. Chamber of Commerce's Labor Relations Committee. He was recognized in the publication, Best Lawyers in America and named one of the Top One Hundred Labor Attorneys in the United States by Labor Relations Institute.



Kelli Hill
Constangy, Brooks & Smith, LLP

Kelli is an attorney with Constangy, Brooks & Smith LLP in the Macon office. Her primary focus is representing employers in employee disputes before the State Board of Worker's Compensation, Georgia unemployment appeals, the Office of State Administrative Hearings, the EEOC, and all Georgia state and federal courts. Her expertise encompasses the defense of management in employment litigation on issues such as Title VII of the Civil Rights Act, the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA), the Family Medical Leave Act (FMLA), independent contractor issues, and unemployment disputes.



Jason Logan
Constangy, Brooks & Smith, LLP

Jason has experience in all aspects of workers' compensation litigation, as well as mediation, subrogation and appeals. Although his primary focus is workers' compensation defense, Jason has also defended employers against EEOC charges of sex, race and disability discrimination, which often times overlap with workers' compensation. Jason also represents employers in garnishment litigation. Jason has also presented a variety of seminars and counseled employers and insurers across Georgia on workers' compensation, ADA and FMLA. Jason practices out of Constangy's Macon office and serves numerous Middle and South Georgia clients. Jason is a member of the State Bar of Georgia and the Macon Bar Association.



Alyssa Morris
Constangy, Brooks & Smith, LLP

Alyssa Morris is an associate in the Macon office. She graduated second in her class from Georgia State University College of Law. Alyssa practices in all areas of employment and labor law with an emphasis in employment litigation and management training. She is an active participant with the Georgia Employers Association, the Georgia Defense Lawyers Association, and a contributing Editor for the annual *Developing Labor Law*.

Have an
interest in
working for
Human
Resources?



Marilu Cowan
Lilac Enterprises

Marilu has over 30 years experience in the field of human resources and employee and career development. She has worked in various industries, and her career focused on assisting organizations with strategic change.

She has taught in the business schools at the University of Colorado at Boulder, Georgia College and State University, Wesleyan College, as well as a variety of human resources classes and seminars around the country.

She holds a Master of Education in Occupational Education from the University of South Carolina, and a Bachelor of Arts in English from Augusta State College. She has done doctoral work at Duke University.