

## **Boot Camp Challenge for Managers and Front-line Supervisors**

What Every Manager or Supervisor Needs to Know to Excel



### **INVESTING IN YOURSELF.....IS AN INVESTMENT IN YOUR BUSINESS**

No one wants their current or former employees' harassment or discrimination claim to move forward to litigation. When it does, chances are your managers are not prepared. It doesn't mean that they won't be prepared. No—this may mean companies don't always know what to do or how to actions that should have been taken.

Build your leadership muscles and learn what it takes to become an excellent leader and manager of others to get the results you want by taking a preventative stance and informed leader in your business or company.

#### **What You Will Learn**

- Why leadership is an Essential Ingredient of Management
- Communication Skills that make the difference
- How to make the Leap from worker to Supervisor
- HR Best Practices you need to know
- Understanding Federal and State Leave Laws
- Controlling Conflict in the Workplace
- Best Hiring Practices
- Understanding WC and Reasonable Accommodation

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