



# LCW PUBLIC SECTOR EMPLOYMENT RELATIONS CERTIFICATE PROGRAM

Liebert Cassidy Whitmore's Employment Relations Certificate Program is a value added benefit of consortium membership. There is **no fee** to participate in the program, and **no application** form to fill out.

Simply **attend 8 of the following workshops within a three year period** to earn the Public Sector Employment Relations Certificate!

- Maximizing Supervisory Skills for the First Line Supervisor
- Maximizing Performance Through Evaluation, Documentation and Discipline (formerly titled Performance Management: Evaluation, Documentation and Discipline)
- A Guide to Implementing Public Employee Discipline
- 12 Steps to Avoiding Liability
- Introduction to the FLSA
- Leaves, Leaves and More Leaves
- Privacy Issues in the Workplace
- A Supervisor's Guide to Labor Relations
- Administering Overlapping Laws Covering Discrimination, Leaves and Retirement
- Public Service: Understanding the Roles and Responsibilities of Public Employees

Consortium announcements will denote these classes as belonging to the program. Attend the class, sign in (just like you do now) and pick up an acknowledgement form for that course. It's that simple.

Once you have 8 acknowledgment forms for 8 different classes, submit them to your HR department, who will notify LCW, OR submit them directly to LCW. (Please note that it is the attendee's responsibility to pick up the acknowledgement forms and submit them – LCW does not track this. Acknowledgement forms are not offered retroactively.)

Upon receipt of the 8 acknowledgement forms LCW will issue the formal and official certificate along with a letter to your agency's executive manager (i.e. General Manager, City Manager, etc) about the employee's Certification.

## Questions?

If you have additional questions regarding this program, please contact [Info@lcwlegal.com](mailto:Info@lcwlegal.com) or **310.981.2000**.