



# 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!

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 eight acknowledgment forms for eight 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 eight acknowledgement forms LCW will issue the formal and official certificate along with a letter to your agency's executive manager.

- Maximizing Supervisory Skills for the First Line Supervisor
- Maximizing Performance Through Evaluation, Documentation and Corrective Action
- A Guide to Implementing Public Employee Discipline
- Supervisor's Guide to Public Sector Employment Law
- Introduction to the FLSA
- Leaves, Leaves and More Leaves
- Privacy Issues in the Workplace
- Management Guide to Public Sector Labor Relations
- Administering Overlapping Laws Covering Discrimination, Leaves and Retirement
- Public Service: Understanding the Roles and Responsibilities of Public Employees
- A Supervisor's Guide to Understanding and Managing Employees' Rights: Labor, Leaves and Accommodations