



"Bringing Out the Best in People"

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Instructor: UCLA, UC Davis and UC Irvine Extensions

Menu of Courses

Legal Compliance

Business Ethics and Ethics for HR Professionals

Heighten your awareness and understanding of workplace ethical issues and the importance of developing tools for making ethical and effective business decisions. Recent financial scandals and subsequent regulations highlight the need to foster ethical behavior and avoid the slippery slope of an unethical business environment. This course provides a conceptual framework and toolkit with practical information to apply in the workplace. Participants learn when and where ethical issues are most likely to surface and how to maintain their integrity; gain an understanding of the impact of cultural and organizational pressures to conform; explore a variety of ethical decisions-making models; develop solutions and evaluate their course of action. Business experience and case studies create the basis for this highly interactive course.

Course Outcomes:

- Identify where and when ethical issues are likely to occur and how to maintain personal integrity
- Analyze ethical issues, develop solutions, evaluate their consequences and decide on course of action
- Identify the impact of cultural and organizational pressures to conform
- Outline an ethics program for your organization
- Acquire a toolkit with practical information to apply in the workplace

Conducting Effective Interviews

The interview process is the heart of the hiring and termination process. Our success as managers depends on maximizing the quality of the employees we recruit and minimizing their liabilities. Interviewing skills are essential part of this role. You learn how to prepare for an interview, the four elements of effective entry and exit interviews, the legal and illegal questions to ask and how to close the interview well.

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Course Outcomes:

- How to prepare for the interview
- Conduct an effective and legal interview
- Be mindful of the legal guidelines in the hiring and termination interviews

Harassment-Free Workplace

California law requires companies with 50 or more employees to provide supervisors with two hours of sexual harassment prevention training within two years. Training your supervisors is also an important strategy to reduce liability in sexual harassment lawsuits and create a respectful, diverse and productive workplace for all.

Course Outcomes:

- Identify the various shades of harassment
- Prevent and handle harassment situations
- Minimize liabilities for you and the company
- Create a respectful, safe and harassment-free workplace

Risk-Free Terminations

Involuntary termination process can be fraught with emotional and legal issues. This course lays out the pre-termination considerations, the preparation for the termination session and the stages that employees go through in the termination process. You learn through case studies and role play how to perform a legal and compassionate termination, minimizing the damage to the departing employee and to the company.

Course Outcomes:

- Pre-termination considerations
- Essential termination questions
- Exit interview process
- Legal and cost effective termination

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