



**Bureau of Labor & Industries**

# Technical Assistance for Employers Program

Seminar Schedule  
January - June 2015

## 1/2 Day Seminars

\$75 per attendee

\$65 each for 2-5 attendees\*

\$55 each for 6 or more attendees\*

### Dealing with a Difficult Employee

February 18 - AM	Portland
April 8 - AM	The Dalles
April 21 - AM	Lincoln City
May 28 - AM	Klamath Falls
June 25 - AM	Ashland
June 25 - AM	Portland

### Developing an Employee Handbook

February 24 - PM	Eugene
March 18 - AM	Portland
April 22 - AM	Tillamook

**(AM: 8:30 am - 11:30 am / PM: 1 pm - 4 pm)**

### Privacy & Confidentiality in the Workplace

January 28 - AM	Portland
March 17 - AM	Salem
March 24 - PM	Eugene
April 22 - AM	Portland
June 10 - AM	Portland
June 24 - AM	Grants Pass

### Workplace Harassment & Discrimination

March 25 - AM	Portland
May 7 - AM	Portland

### Legal Hiring

April 23 - AM	Astoria
June 24 - PM	Grants Pass

## 1-Day Seminars (9 am - 4 pm)

\$180 per attendee

\$165 each for 2-5 attendees\*

\$155 each for 6 or more attendees\*

### Beginning Leave Laws in Oregon: Basics of OFLA and FMLA

February 9	Portland
------------	----------

### Advanced Leave Laws in Oregon: OFLA, FMLA & Other Leave Laws

April 28	Portland
----------	----------

### Recordkeeping Requirements

May 20	Portland
--------	----------

### Documentation, Discipline & Discharge

May 27	Portland
--------	----------

### Life of a Workers' Compensation Claim

March 4	Portland
---------	----------

### Wage & Hour Laws

April 2	Portland
April 9	Bend
April 29	Eugene
May 27	Ashland
June 23	Portland

## 2-Day Seminars (9 am - 4 pm)

\$260 per attendee

\$245 each for 2-5 attendees\*

\$235 each for 6 or more attendees\*

### Employee Supervision: 2-Day Training

February 10-11	Salem
February 26-27	Portland
March 3-4	Bend
April 14-15	Portland
June 16-17	Portland

### Wage & Hour/Payroll Issues: 2-Day Training

February 4-5	Portland
--------------	----------

## Leave Laws 2-Day Seminar (9 am - 4 pm)

Includes 2014 Leave Laws Handbook

\$280 per attendee

\$265 each for 2-5 attendees\*

\$255 each for 6 or more attendees\*

### Leave Laws in Oregon: 2-Day Training

January 21-22	Portland
February 11-12	Eugene
March 10-11	Portland
April 15-16	Salem
May 13-14	Portland

## New Supervisor Training Series (NSTS)

Series of six 3-hour classes designed for new supervisors or those who want a refresher in employment law and supervisory practices (18 total hours).

### PORTLAND

6-Month Series

- NSTS 1: January 26
- NSTS 2: February 23
- NSTS 3: March 23
- NSTS 4: April 20
- NSTS 5: May 18
- NSTS 6: June 15

### NSTS Series of 6 Classes (9am-12pm)

\$295 per attendee

\$280 each for 2-5 attendees\*

\$270 each for 6 or more attendees\*

### EUGENE

6-Month Series

- NSTS 1: January 27
- NSTS 2: February 24
- NSTS 3: March 24
- NSTS 4: April 28
- NSTS 5: May 26
- NSTS 6: June 23

\* From the same organization



HRCI certification is pending for all seminars.

