

## 2018 HR TRAINING REGISTRATION

Please check the session(s) you will be attending and complete payment and contact information on the next page.

### HALF-DAY SESSIONS: (\$170 PER SESSION, 1:00 PM – 4:30 PM)

#### WICHITA FOULSTON SIEFKIN LLP, 1551 N. WATERFRONT PARKWAY #100, WICHITA, KS 67206

- Back to the Basics: HR Topics from A-Z that Every HR Professional Should Know **AUGUST 29, 2018**
- Not as Easy as One, Two, Three: How the FMLA, ADA, and Workers' Compensation Interact with Employee Leave of Absence and Return to Work **OCTOBER 30, 2018**

#### KANSAS CITY FOULSTON SIEFKIN LLP, 32 CORPORATE WOODS, 9225 INDIAN CREEK PARKWAY #600, OVERLAND PARK, KS 66210

- Back to the Basics: HR Topics from A-Z that Every HR Professional Should Know **SEPTEMBER 11, 2018**
- Not as Easy as One, Two, Three: How the FMLA, ADA, and Workers' Compensation Interact with Employee Leave of Absence and Return to Work **NOVEMBER 6, 2018**

### HR BOX LUNCH SESSIONS: (\$60 PER SESSION, 11:45 AM – 1:15 PM WITH LUNCH INCLUDED)

#### WICHITA FOULSTON SIEFKIN LLP, 1551 N. WATERFRONT PARKWAY #100, WICHITA, KS 67206

- Anatomy of a Complaint: From Charge to Lawsuit **AUGUST 21, 2018**
- Just the Facts: Difficult Conversations, Discipline, and Performance Management **SEPTEMBER 27, 2018**
- The Benefit of Staying Up To Date: What's New in the Benefits Arena **NOVEMBER 8, 2018**
- End-of-Year Update: We Made the List But It's Up To You to Check It Twice **DECEMBER 18, 2018**
- What to Do When OSHA Shows Up **JANUARY 24, 2019**
- FLSA Update **FEBRUARY 28, 2019**

#### TOPEKA FOULSTON SIEFKIN LLP, 534 S. KANSAS AVENUE #1400, TOPEKA, KS 66603

- Recruiting and Retaining Workers: Why Culture Eats Strategy and Employees for Lunch **AUGUST 16, 2018** *Session is full; contact 316.291.9723 for more information.*
- Five Things You Can Do to Avoid Wage and Hour Law Headaches **SEPTEMBER 13, 2018**
- Tax Reform and Other Recent Developments Affecting Employee Benefits **OCTOBER 3, 2018**
- What to Do When OSHA Shows Up **OCTOBER 25, 2018**
- The Benefit of Staying Up To Date: What's New in the Benefits Arena **NOVEMBER 29, 2018**
- End-of-Year Update: We Made the List But It's Up To You to Check It Twice **DECEMBER 11, 2018**
- Box of Tricks or Pandora's Box? How Outside Information Can Help or Hurt Employee Hiring and Retention **JANUARY 30, 2019**
- Anatomy of a Complaint: From Charge to Lawsuit **FEBRUARY 21, 2019**
- FLSA Update **MARCH 6, 2019**
- Just the Facts: Difficult Conversations, Discipline, and Performance Management **APRIL 16, 2019**

#### KANSAS CITY FOULSTON SIEFKIN LLP, 32 CORPORATE WOODS, 9225 INDIAN CREEK PARKWAY #600, OVERLAND PARK, KS 66210

- Recruiting and Retaining Workers: Why Culture Eats Strategy and Employees for Lunch **AUGUST 22, 2018**
- Five Things You Can Do to Avoid Wage and Hour Law Headaches **SEPTEMBER 26, 2018**
- Tax Reform and Other Recent Developments Affecting Employee Benefits **OCTOBER 2, 2018**
- What to Do When OSHA Shows Up **OCTOBER 18, 2018**
- The Benefit of Staying Up To Date: What's New in the Benefits Arena **NOVEMBER 13, 2018**
- End-of-Year Update: We Made the List But It's Up To You to Check It Twice **DECEMBER 12, 2018**
- Box of Tricks or Pandora's Box? How Outside Information Can Help or Hurt Employee Hiring and Retention **JANUARY 17, 2019**
- Anatomy of a Complaint: From Charge to Lawsuit **FEBRUARY 12, 2019**
- FLSA Update **MARCH 5, 2019**
- Just the Facts: Difficult Conversations, Discipline, and Performance Management **APRIL 11, 2019**

## 2018 HR TRAINING REGISTRATION

*Please complete one registration form per attendee.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Payment options** (Payable to Foulston Siefkin LLP)

Check enclosed

Charge my:

Visa     Mastercard     American Express     Discover

Card Number: \_\_\_\_\_

Expiration: \_\_\_\_\_

CVC: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

**HR BOX LUNCH SESSION REGISTRATION FEE:** \$60 per session (includes lunch)

**HALF-DAY SESSION REGISTRATION FEE:** \$170 per session

**Please return completed form:**

**BY EMAIL:** [lgolay@foulston.com](mailto:lgolay@foulston.com)      **BY FAX:** Attention: Liz Golay • 866.346.2027

**BY MAIL:** Foulston Siefkin LLP HR Training Series, 1551 N. Waterfront Parkway #100, Wichita, KS 67206

**Certification:** Each session in the 2018 Foulston Siefkin HR Training Series will be submitted for credit toward aPHR™, PHR®, PHRca®, SPHR®, GPHR®, PHRI™ and SPHRI™ recertification through the HR Certification Institute® (HRCI®) and for PDCs through the Society of Human Resource Management (SHRM). For more information about certification or recertification, please visit the HRCI homepage at [www.hrci.org](http://www.hrci.org) and the SHRM Certification online portal at [www.shrmcertification.org](http://www.shrmcertification.org).

**Cancellation/Refund Policy:** A full refund, minus a \$25 administrative fee, will be issued for cancellations up to five business days before event. No-shows and cancellations received fewer than five business days prior to the seminar are not eligible for a refund. Substitutions may be made at any time, including the day of the seminar.

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## 2018 HR TRAINING SERIES

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### JUST THE FACTS: DIFFICULT CONVERSATIONS, DISCIPLINE, AND PERFORMANCE MANAGEMENT

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Managing conflict and confrontation: How to have difficult conversations with employees and live to tell about them. We will explore various issues surrounding employee performance evaluations, performance improvement plans, and disciplinary processes relating to employee performance.

**HR Box Lunch Session | Wichita: September 27, 2018 | Kansas City: April 11, 2019 | Topeka: April 16, 2019**

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### BOX OF TRICKS OR PANDORA'S BOX? HOW OUTSIDE INFORMATION CAN HELP OR HURT EMPLOYEE HIRING AND RETENTION

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Do you peek into the box or "ban the box"? This session will deal with the collection and use of outside information such as background checks, criminal record inquiries, and drug testing for hiring and other employment decisions.

**HR Box Lunch Session | Kansas City: January 17, 2019 | Topeka: January 30, 2019**

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### ANATOMY OF A COMPLAINT: FROM CHARGE TO LAWSUIT

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Do you know what to expect when your employee files a charge or lawsuit against your company? This seminar will cover the processes involved when a charge/complaint is filed with an agency or court and how you can prepare.

**HR Box Lunch Session | Wichita: August 21, 2018 | Kansas City: February 12, 2019 | Topeka: February 21, 2019**

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### TAX REFORM AND OTHER RECENT DEVELOPMENTS AFFECTING EMPLOYEE BENEFITS

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We know tax reform is all about corporate taxes, right? Well, not so fast. Employee benefits are affected too, with changes impacting executive compensation, retirement plans, fringe benefits, paid leave, and even the ACA. This session will bring you up to speed on these changes and other recent developments, including a further delay of the Cadillac Tax and new DOL regulations on association health plans.

**HR Box Lunch Session | Kansas City: October 2, 2018 | Topeka: October 3, 2018**

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### RECRUITING AND RETAINING WORKERS: WHY CULTURE EATS STRATEGY AND EMPLOYEES FOR LUNCH

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Workforce development is frequently cited as one of the most significant challenges facing Kansas employers. This seminar explores the impact of company culture, leadership, and community involvement on efforts to recruit and retain quality employees.

**HR Box Lunch Session | Topeka: August 16, 2018 | Kansas City: August 22, 2018**

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### FIVE THINGS YOU CAN DO TO AVOID WAGE AND HOUR LAW HEADACHES

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This session will examine a variety of practical steps employers can take to help prevent wage and hour problems. We'll also discuss some recent court decisions that show how these issues can arise and their potential consequences.

**HR Box Lunch Session | Topeka: September 13, 2018 | Kansas City: September 26, 2018**

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### THE BENEFIT OF STAYING UP-TO-DATE: WHAT'S NEW IN THE BENEFIT ARENA?

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What's new in the employee benefits area? This session will bring everyone up-to-date on changes to employee benefit plans and ensure you are up-to-date with the necessary compliance items.

**HR Box Lunch Session | Wichita: November 8, 2018 | Kansas City: November 13, 2018 | Topeka: November 29, 2018**

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### END-OF-YEAR UPDATE: WE MADE THE LIST BUT IT'S UP TO YOU TO CHECK IT TWICE

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Are you all set for the holiday season? Did you finish off your employment law to-do list for 2018? This session will serve as a wrap-up for all those 2018 to-do list items and discuss the upcoming trends for 2019.

**HR Box Lunch Session | Topeka: December 11, 2018 | Kansas City: December 12, 2018 | Wichita: December 18, 2018**

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## 2018 HR TRAINING SERIES

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### WHAT TO DO WHEN OSHA SHOWS UP

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What would you do if OSHA showed up at your facility wanting to conduct an inspection? This session will prepare you for that eventuality and provide an overview of what to expect once OSHA issues a citation. We will also cover a variety of OSHA regulations.

*HR Box Lunch Session | Kansas City: October 18, 2018 | Topeka: October 25, 2018 | Wichita: January 24, 2019*

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### FLSA UPDATE

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This session will delve into a wide variety of FLSA issues. We'll discuss the requirements for exempt status under the white-collar exemptions, including some scenarios to highlight potential pitfalls when conducting position classification reviews, and we will cover the standards for calculating compensable hours and calculating overtime for non-exempt employees. We'll also address some practical issues that arise in all these contexts.

*HR Box Lunch Session | Wichita: February 28, 2019 | Kansas City: March 5, 2019 | Topeka: March 6, 2019*

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### NOT AS EASY AS ONE, TWO, THREE: HOW THE FMLA, ADA, AND WORKERS' COMPENSATION INTERACT WITH EMPLOYEE LEAVE OF ABSENCE AND RETURN TO WORK

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This session will address the FMLA, ADA, Workers' Compensation, and the interaction of the three with respect to employee leaves of absence and return to work concerns. We will also spend time discussing intermittent leave issues and how to best manage these situations within the confines of the FMLA. These issues will be explored through the use of scenario discussions.

*HR Half Day Session | Wichita: October 30, 2018 | Kansas City: November 6, 2018*

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### BACK TO THE BASICS: HR TOPICS FROM A-Z THAT EVERY HR PROFESSIONAL SHOULD KNOW

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If you are new to HR or have spent a significant time working in one small corner of HR, this session is for you. The session will cover a wide range of topics every HR professional should know, including employment discrimination, wage and hour, employee safety, hiring and firing, leaves of absence, etc.

*HR Half Day Session | Wichita: August 29, 2018 | Kansas City: September 11, 2018*

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