
2018 HR TRAINING REGISTRATION

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

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

- 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

- 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 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

- The Benefit of Staying Up To Date: What's New in the Benefits Arena **NOVEMBER 13, 2018** (via videoconference)
- 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**

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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 **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 and the SHRM Certification online portal at 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.

2018 HR TRAINING SERIES

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

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 | Kansas City: April 11, 2019 | Topeka: April 16, 2019

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

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

ANATOMY OF A COMPLAINT: FROM CHARGE TO LAWSUIT

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 | Kansas City: February 12, 2019 | Topeka: February 21, 2019

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

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 | Kansas City: November 13, 2018 (via videoconference) | Topeka: November 13, 2018

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

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

WHAT TO DO WHEN OSHA SHOWS UP

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 | Wichita: January 24, 2019

FLSA UPDATE

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