

HR TRAINING REGISTRATION

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

FLSA Update **FEBRUARY 28, 2019**

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

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

FLSA Update **MARCH 5, 2019**

Just the Facts: Difficult Conversations, Discipline, and Performance Management **APRIL 11, 2019**

PLEASE COMPLETE ONE REGISTRATION FORM PER ATTENDEE AND RETURN COMPLETED FORM TO:

Name: _____

Title: _____

Company: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

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

BY FAX: Attention: Liz Golay • 866.346.2027

BY EMAIL: lgolay@foulston.com

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

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

PAYMENT OPTIONS

Check Enclosed (Payable to Foulston Siefkin LLP)

Charge my:

Visa Mastercard American Express Discover

Card Number: _____

Exp. _____

CVC: _____

Cardholder Name: _____

Certification: Each HR Box Lunch Session in the Foulston Siefkin HR Training Series will be submitted to the Human Resource Certification Institute (HRCI) for review of 1.0 credit hour and to the Society of Human Resource Management (SHRM) for 1.0 PDC. Half-Day Sessions will be submitted to the HRCI for review of 3.0 credit hours and to SHRM for 3.0 PDCs. For more information about certification or re-certification, 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.

HR TRAINING SERIES

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 | Topeka: February 21

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 | Kansas City: March 5 | Topeka: March 6

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 | Topeka: April 16