

EMPLOYMENT LAW SEMINAR FOR EMPLOYERS

LABOR PAINS: Avoiding Wrongful Termination Suits

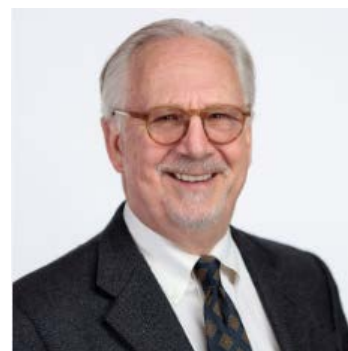
Presented by:

Jay G. Putnam, Attorney and
Larry Levy, Employee Relations
Management

Wednesday, September 11, 2019
8:30 a.m. – 11:30 a.m.

North Coast Builder's Exchange
1030 Apollo Way, Santa Rosa

\$50 for members of NCBE
\$100 for non-members



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Expert guidance will be provided in this fast-paced, interactive workshop covering all aspects of how to minimize your risk of a lawsuit, in the event you need to terminate an employee. Learn the tools and documents that are needed to deal with performance problems, workplace misconduct and discipline.

~ Continental breakfast will be served~

*To Register: Please call **Kassandra Villaseñor** – (707) 542-9502  
or e-mail her at [Kassandra@ncbeonline.com](mailto:Kassandra@ncbeonline.com)*

# HOW TO TERMINATE AN EMPLOYEE

## Seminar Outline

- I. What Happened to One Small Employer – Yes, It Can Happen to You
- II. The Termination Process and Minimizing Your Risk of Lawsuit
- III. Ten Steps to Successful Terminations
- IV. Termination Checklist
- V. Mistakes to Avoid During the Termination Process
- VI. The Value of Mandatory Arbitration Policies
- VII. The Termination Letter and Exit Interview
- VIII. Employee Handbooks – Why Bother?
- IX. Progressive Discipline Guidelines – A Curse or a Blessing
- X. Sexual Harassment