

# CALIFORNIA EMPLOYMENT LAW TRAINING CENTER

3478 Buskirk Avenue, Suite 1000 Pleasant Hill, CA 94523

925.827.4198 | www.CAELTC.com

CONFLICT PREVENTION • DISPUTE RESOLUTION • HR CONSULTING • TRAINING

## UPCOMING SPEAKING ENGAGEMENTS

### *Alternative Dispute Resolution "ADR" Roundtable*

Contra Costa County Superior Court, March 8, 2011

### *Business Conflict Management*

Martinez Chamber of Commerce, April 21, 2011

### *Why Your Business Should Have a Social Media Policy*

Alameda County Bar Association, Oakland, May 25, 2011

### *Sexual Harassment Prevention*

Contra Costa Co. Employer Advisory Council, October 11, 2011

### *2nd Annual Pleasant Hill Veteran's Day Celebration*

Pleasant Hill, November 11, 2011

## BELOW IS A SAMPLING OF RECENT TOPICS COVERED.

If you do not see your desired topic listed, please contact us directly for a detailed list of available topics/subject matter.



Jessica A. Braverman, Esq.

## SPEAKER SHEET

WE ARE AVAILABLE TO PRESENT/SPEAK AT YOUR ORGANIZATION AND WE CAN TRAVEL WITHIN THE UNITED STATES.

Many topics can be covered in 30, 60 or 90 minute sessions depending on the time constraints.

### For Companies/Human Resources

- Sexual Harassment Prevention
- Properly Investigating Sexual Harassment Allegations
- Conflict Management Tips/Technique for Human Resources
- Legal Landmines of Social Media 2.0 in Employment
- FMLA/CMLA & CA Leave Laws: An overview
- Wage & Hour Rules
- Preparing for Mediation in Employment Matters
- Understanding the Federal & CA new Electronic Discovery Rules
- Human Resource Basics for Beginners, Intermediate & Advance

### For Managers

- California Employment Law Boot Camp
- Sexual Harassment Prevention (required for Managers)
- How to diffuse Emotions Under Pressure
- Conflict Management for Managers
- Employment Law basics for the Superintendent/Foreman
- Anger Management & Tone Control for Managers/Supervisors
- Manager Preparation for Deposition, Arbitration or Mediation
- Enforcing Wage/Hour rules in California for Managers
- Business Writing Skills for All Managers
- Proper Performance Management Documentation
- Ten Biggest Mistakes Managers/Business Owners Make

### For Business Owners

- Avoiding Lawsuits in Business & Employment
- Preparing for Arbitration, Mediation or Employment Hearings
- Business Law Basics for Business Owners
- Contract Law 101 for Business Owners
- Top Ten Biggest Mistakes Business Owners make and how to avoid them

### For General Audience

- Negotiation Techniques
- Effective Listening Skills
- Train the Trainer: How to give the Best Presentation
- Sex, Lies & Copyrights
- Mistakes Seniors Make and How to Avoid Them
- Project Management Basics
- Overview of the US/CA Court System

**NOTE: Many but not all topics are fee based; please call for more information.**

*Please give us as much advance notice as possible so we can work within your desired schedule.*