

*Webinar on*

# **How To Document Employee Discussions And Why That Is Important**

# Learning Objectives

- Understand the federal requirements of good documentation*
- Understand why documentation can save companies and get them in trouble too*
- What tools can be used*
- How documentation helps with knowledge retention*
- We will talk about how documentation will get you in trouble*
- What is necessary for good documentation*



How and why documentation is good :

*Meets the legal requirements of Federal statutes*

*Provides a record of interactions with employees in order to provide better recall of what said and done*

*Helps knowledge retention. You do not need to have the original parties to have a recollection of the event or conversation*

*Provides the legal documentation needed to defend the company in a lawsuit*

We will talk about what tools can be used

With this information, you will be better able to defend the organization from losses incurred due to poor documentation practices

This webinar will provide participants with the information needed to be better able to document employee discussions and defend the organization from losses incurred due to poor documentation practices.

## PRESENTED BY:

*Michael D. Haberman is a consultant, speaker, writer, and teacher. He is co-founder of Omega HR Solutions, Inc. a consulting and services company offering complete human resources solutions. Mike brings 35+ years of experience in dealing with the challenges of Human Resources in the 21st century. He has a Master's in HR and is certified as a Senior HR professional. He has over 18 years' experience in the classroom teaching human resources fundamentals and certification preparation.*

On-Demand Webinar

Duration : 60 Minutes

Price: \$200

# Webinar Description

Documenting employee discussions is very tricky and at times painful activity for organizations. While it is crucial for HR for a number of reasons, it is a difficult habit for the other employees to imbibe. Documenting employee discussions is important from a legal perspective because this makes the case strong and defensible.

Documentation is both the bane and the blessing for HR. It is difficult to get people to do it, but it is preferred by attorneys and believed by judges and juries.

Annually hundreds of thousands of lawsuits and hearings occur across the country. Each one of these is "legal" proceeding which requires evidence of events that actually occurred. Documentation is what wins or in some cases loses these lawsuits and hearings. The result of a lack of documentation results in the loss of millions of dollars each year that might be prevented by a good documentation program.

At this session, which will provide participants with the information needed to be better able to document employee discussions and defend the organization from losses incurred due to poor documentation practices.



# Who Should Attend ?

*Office Manager*

*HR Representatives*

*HR Managers*

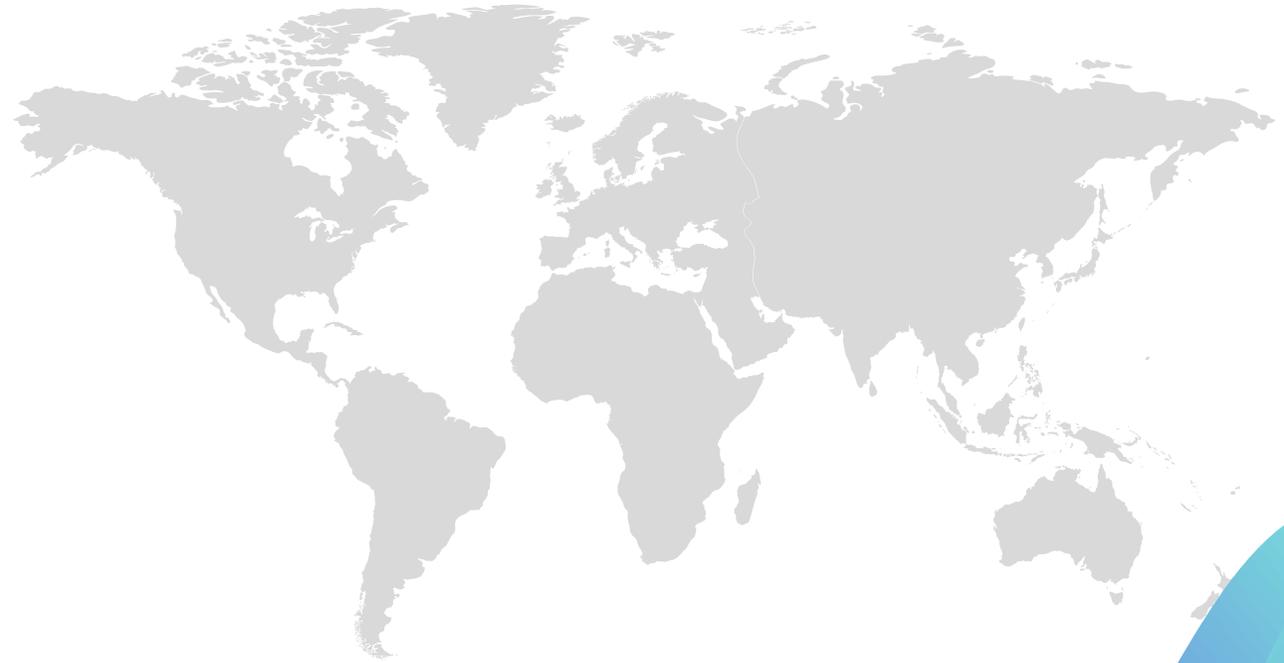
*Business Owner*

*Business Administrator*

*HR Administrator*

*Executives*

*Supervisors*



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