

*Webinar on*

# **How to Document Employee Discussions and Why That is Important**

The Federal government requires a lot of documentation from employers as a requirement of many of the laws.

**PRESENTED BY:**

*Michael D. Haberman is a consultant, speaker, writer, and teacher. He is a founder of Omega HR Consulting, formerly Omega HR Solutions, Inc., a consulting company offering human resources solutions to the problems small and mid-size businesses in dealing with HR issues.*

On-Demand Webinar

Duration : 60 Minutes

Price: \$200

# Webinar Description

At this session, which will provide participants the information needed to be better able to document employee discussions and defend the organization from losses incurred due to poor documentation practices; Michael will cover the following areas:

- How and why documentation is good
  - o Meets the legal requirements of Federal statutes
  - o Provides a record of interactions with employees in order to provide better recall of what was said and done
  - o It helps knowledge retention. You do not need to have the original parties to have a recollection of the event or conversation
  - o Provides the legal documentation needed to defend the company in a lawsuit
- We will talk about how documentation will get you in trouble
- What is necessary for good documentation
- 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



# Who Should Attend ?

*Office Managers*

*HR Managers*

*Supervisors*

*Business Owners*



# Why Should Attend ?

*The Federal government requires a lot of documentation from employers as a requirement of many of the laws. Protecting companies from lawsuits also require a great deal of documentation. Lastly, good human resources practices also require a good deal of documentation. Learn how to do it correctly.*



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