



## OUR DYNAMIC TRAINING MAKES A DIFFERENCE

NFC has trained tens of thousands of supervisors, non-supervisory employees, Human Resources professionals, DEI leaders, and legal/compliance teams, across a wide range of industries, including large institutional organizations, small- to mid-size private sector companies, non-profit entities and government clients. Live training for management, human resources professionals, and employees is the most reliable and effective way to raise awareness on critical workplace issues.

### **Well-trained employees are a company's best way to lower risk and create a healthy and productive work environment.**

With NFC's highly knowledgeable and experienced employment lawyers as facilitators, your team will get the benefit of decades of experience from a professional who can answer any question and will encourage discussion in an engaging and participatory way. Our trainers are experienced litigators/counselors and dynamic instructors who use state-of-the art, interactive materials that are designed to engage attendees and develop their knowledge and skill-set by teaching critical strategies to avoid situations that lead to problems in the workplace.

#### **Every training session is customized to your organization's particular needs and Includes:**

- › Customized training materials, tailored to your unique workforce
- › All pre-training preparation and program materials
- › An in-depth review of the training topics
- › A review of all applicable company policies and complaint procedures
- › Scenarios, breakout rooms, role plays, and/or polls to aid participation
- › An engaging and interactive format, which allows for clarifying Q&A throughout the presentation
- › Attendance verification and written acknowledgment forms signed by every attendee as proof of employee attendance
- › Live or remote training options
- › For remote trainings, a virtual platform hosted and administered by NFC



# NFC TRAINING PROGRAMS

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The below list includes NFC's most frequently presented courses, including a brief summary and suggested lengths of the course. The length of the course can be modified to meet specific needs. Due to frequent changes in the law, and state/local law issues, please note that some courses require more customization than others.

## Legal Trainings:

### **Preventing Harassment/Discrimination in the Workplace for Supervisors**

- This training program provides an overview of harassment and discrimination laws and best practices in order to promote a healthy and productive working environment for supervisors, with an emphasis on supervisory responsibilities
- 1.5 - 2 hours
- Can be modified to be compliant with state and/or city sexual harassment training requirements

### **Preventing Harassment/Discrimination in the Workplace for Employees**

- This training program provides an overview of harassment and discrimination laws and best practices in order to promote a healthy and productive working environment for all employees
- 1 hour – 1.5 hours
- Can be modified to be compliant with state and/or city sexual harassment training requirements

### **Legally Compliant Hiring Practices**

- This training program conducts a step-by-step review of best practices in the hiring process and an in-depth explanation of the legal scope of hiring
- 1.5 – 2 hours
- Training for Human Resources Professionals, Supervisors, and/or Senior Management Teams

### **Effective Performance Management**

- This training program provides a step-by-step analysis of key factors in successful performance management, focusing on “at-will” employment, formal and informal performance feedback, fair and consistent evaluations and discipline, and effective documentation practices
- 1.5 – 2 hours
- Training for Supervisors

## **From Hiring to Firing and Everything In Between**

- This training program provides an overview of the entire employment process, from the moment employment begins until separation and/or termination, as well as best practices, performance management and risk management
- 1.5 – 3 hours
- Training for Human Resources Professionals and/or Senior Management Teams

## **Navigating the Employee “Life Cycle”: Hiring, Firing and Performance Management**

- This training program is specifically designed for supervisors with hiring and performance management authority. It provides guidance on how to effectively hire candidates, provide performance management to employees and carry out terminations were needed, highlighting how to avoid legal risks and unconscious bias.
- 2 hours
- Training for Supervisors

## **Complying with Federal and State Disability Laws**

- This training program displays the step-by-step process designed to train individuals responsible for ensuring compliance with the ADA and other Federal and State Disability laws on legal standards and best practices, such as reasonable accommodations, engaging in the interactive process, and medical documentation
- 1.5 hours – 2 hours
- Training for Human Resources Professionals and/or Supervisors  
*\*Requires significant customization*

## **Complying with Federal and State Family Leave Laws**

- This training program provides an overview of federal and state-specific family leave laws and commonly asked questions regarding eligibility, waivers, benefits, submitting claims, avoiding penalties and required documentation
- 1.5 hours – 2 hours
- Training for Human Resources Professionals and/or Supervisors
- Can be combined with disability course  
*\*Requires significant customization*

## **Employment Law 101**

- This training program focuses on improving understanding of employment laws, “issue spotting” in HR, understanding legal risks, and best practices in employment law
- 2- 3 hours
- Training for Human Resources Professionals, Legal Teams and/or Compliance  
*\*Requires significant customization*

## **Wage and Hour Overview/Properly Classifying Independent Contractors, Temps, Interns and Volunteers**

- This training program provides an explanation of state-specific wage and hour laws with a focus on audits, employee classification, exemptions, calculation of overtime, and issue spotting
- 2 hours
- Training for Human Resources Professionals, Legal Teams, and/or Senior Management Teams  
*\*Requires significant customization*

## **Form I-9 and E-Verify Training for Managers**

- This training program provides a detailed review of the Form I-9 and E-Verify process for supervisors with background information on The Immigration Reform and Control Act of 1986 (IRCA), best practices for enforcement, and how to avoid risk throughout the process
- 1 hour
- Training for Human Resource Professionals and/or Legal Teams

## **Workplace Culture + Diversity, Equity, Inclusion Trainings:**

### **Building Employee Inclusion and Promoting an Upstander Culture**

- This training program is focused on how to create a work environment where all employees feel included, supported and valued to improve the quality of workplace interactions and decisions. Training will also teach employees how to become Upstanders; identify and practice tools to increase team productivity, innovation, and morale; and review an organization's expectations and policies concerning civility and respect in the workplace and policies related to workplace conduct
- 1 hour – 2 hours
- Training for Senior Management Teams, Supervisors and/or employees

### **Essential Tactics to Combating Unconscious Bias in the Workplace**

- This training program provides an in-depth understanding of how to identify unconscious bias and how to develop tactics to combat unconscious discrimination in your workplace to create a better work environment and decrease legal exposure
- 1 hours – 2 hours
- Training for Senior Management Teams, Supervisors and/or employees

### **How to Prevent Bullying and Encourage Civility and Respect in the Workplace**

- This training program provides an overview of how to help promote respectful and considerate behavior on the part of all members of a workforce, which helps to reduce staff conflicts and prevent bullying in the workplace. This training will give some background on harassment & discrimination, but will focus on how to prevent such

- conduct in an effort to increase a respectful and inclusive workplace
- 1 – 2 hours
- Training for Senior Management Teams, Supervisors and/or employees

### **Strategies for Inclusive Leadership to Create a Sense of Belonging**

- This training program provides a detailed explanation of the business case for emotionally intelligent and inclusive leadership, focusing on why employees should learn the skills necessary to be an inclusive leader that enables work-life effectiveness, personal and social competence, authentic communication styles, and exploring emotionally intelligent feedback
- 1 hour – 2 hours
- Training for Senior Management Teams, and/or Supervisors

### **Leading with Cultural Competency**

- This training program focuses on the definition of "cultural competency" and why it is crucial to help develop a healthy, diverse and inclusive work environment
- 2 – 3 hours
- Training for Senior Management Teams and/or Supervisors

### **Building Emotional Intelligence with Effective Communication Techniques**

- This training program provides an overview of key techniques needed to foster effective communication skills, which can be a vital tool in building strong emotional intelligence within the workplace and create a powerful environment that encourages and rewards appropriate behavior
- 1 hour – 1.5 hours
- Training for Senior Management Teams, Supervisors and/or employees

### **Managing Your Multigenerational Workforce**

- This training program provides a step-by-step review of how to manage a multigenerational workforce, and why having multiple generations in the workplace allows for more diverse perspectives and opinions, different problem-solving tactics, and greater potential for innovation
- 1 hour
- Training for Senior Management Teams and/or Supervisors

### **Connecting DEI to Compensation**

- This training provides employees with engaging and interactive content that builds emotional intelligence and teaches the necessary skills for tying your DEI goals to compensation
- 1 hour
- Training for Human Resources Professionals, Legal Teams, and/or Senior Management Teams

## **What Goes into Building a DEI Program?**

- This training provides a management team with the tools necessary to help an organization make the most of its diversity by creating an inclusive, equitable and sustainable culture and work environment
- 1 hour
- Training for Human Resources Professionals, Legal Teams, and/or Senior Management Teams

## **Workplace Investigations Training:**

NFC's Investigations Practice Group designs and delivers interactive training workshops focused on investigation best practices, with step-by-step guidance on conducting effective internal investigations. Ideal for Human Resource Professionals and/or Legal Teams these trainings can be conducted 1:1 or with groups and cover areas from: initial complaints/outreach, planning, interviewing, documentation best practices, reviewing findings/close-out steps, and following-up after the investigation is complete. The below trainings are generally 1 – 3.5 hours in duration and can be completely customizable for a client's specific needs:

- Holistic Investigations Seminar
- Conducting Effective Internal Investigations (Legal Perspective or HR Perspective)
- Lessons and Pitfalls from Investigation Issues in Litigation/Case Law
- Tips for Conducting Effective Remote Investigations
- Understanding and Reducing Implicit Bias in Workplace Investigations
- Privilege Issues in Internal Investigations

## **On-Demand 1:1 Employee Coaching, Training, and Development:**

There may be times when members of an organization require private, one-on-one training to address workplace behaviors. NFC offers one-on-one training and coaching programs designed to intensely educate those within an organization who require concentrated training best delivered directly vs. within a group setting. NFC's one-on-one courses are often structured to address immediate issues to raise the employee's awareness and improve conduct moving forward. Each session is delivered in a private, conversational, and engaging format, providing the participant with personalized suggested adjustments necessary to correct any identified issues and actionable tools they can apply immediately to their work environment.