



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

The list below 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, 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 - 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 the 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

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 that were necessary, highlighting how to avoid legal risks and unconscious bias.
- 2 hours
- Training for Supervisors

Guide to Designing Effective DEI Initiatives

- This training program provides an overview of the legal challenges that DEI initiatives face and provides strategies for mitigating legal risk and improving the effectiveness of such initiatives.
- 1- 1.5 hours
- Training for Legal Teams, Human Resources, and DEI Stakeholders.

Complying with Federal and State Disability Laws

- This training program covers 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 - 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- 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

FLSA Primer for Managers

- This training helps management teams better understand federal wage and hour classification issues and features 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

Manager Responsibility Training

- This custom-designed training focuses on key policies and managers' responsibilities, including reporting obligations. Clients can choose to highlight any key policies such as EEO, anti-bullying, drugs and alcohol in the workplace, relationships, and hybrid work. The course uses hypotheticals to help managers think through real-world scenarios. Tailored to the client, this training compliments other trainings like anti-harassment and discrimination.
- 1 – 2 hours
- Manager Responsibility Training

Planning and Implementing a Reduction in Force (RIF)

- As workforce reductions continue to make headlines, organizations are re-evaluating how they plan, implement, and communicate these difficult decisions. This training provides a clear, practical framework for navigating the complex legal and practical aspects of a Reduction in Force (RIF) including: potential alternatives to RIFs, developing defensible business cases, identifying and managing litigation risks, complying with notice and disclosure requirements, and creating effective communication plans for internal and external stakeholders.
- 1.5 hours
- HR professionals, legal teams, people managers, and leaders involved in organizational planning and/or change management

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 - 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 behalf of all members of the workforce, which helps to reduce staff conflicts and prevent bullying in the workplace. This training will give some background to 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

The Power of Empathy in the Workplace: Research-Backed Practices to Improve Inclusion and Belonging

- This training program probes common shortcuts that supervisors/ managers apply when evaluating employees and assigning opportunities (i.e., biases) and provides best practices for avoiding those shortcuts and identifying and developing the strongest team.
- 1.5 - 2 hours
- Human Resources, Senior Managers, and DEI Stakeholders

Building a More Inclusive Organization: Workshop on Inclusion and Belonging for Boards and Executive Leadership Teams

- This interactive workshop prepares board members and executives to better communicate their vision for increasing employee inclusion and belonging, and to model the leadership behaviors that are effective in achieving lasting improvements within their specific organizational culture.
- 1.5 - 2 hours
- Board Members, Executive Leadership Teams, and Senior Managers

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

Bridging Divides: Moving Toward Inclusion When Employees Disagree

- This training program begins by probing what identity conversations are and why they are so difficult. The training then offers techniques for having more productive conversations about challenging situations within a team.
- 1.5 - 2 hours
- Human Resources, Senior Managers, and DEI Stakeholders

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

Accountability for Improving Inclusion and Belonging in Your Organization

- This training program provides an overview of strategies that are legally compliant and proven to work most effectively in holding employees accountable for building a more inclusive workplace.
- 1.5 - 2 hours
- Training for Legal Teams, Human Resources, Senior Managers, and DEI Stakeholders

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)
- 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 employees' 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.