



Supervisor Series: Fine-Tune Your Supervisor Skills & Sexual Harassment Prevention* Trainings

**Sexual Harassment Prevention training complies with AB 1825 and the Training Regulations (2/07). Participants will receive certificates of completion.*

With the ever-changing complexity of laws and regulations, supervisors are an integral part of preventing fines and penalties as well as assisting in creating an effective and profitable company. Besides the problems a company will incur for the behavior, actions or inaction of their supervisors, they, the supervisors, can also be held personally liable.

Participants will walk away with real-life examples and strategies for handling various issues in the workplace through role-playing and open discussion.

Topics covered in these seminars:

Safety and Health Violations: The California Labor Code provides that a supervisor having control or custody of any employment, who knowingly or negligently violates any Cal/OSHA standard or certain other provisions of law, is guilty of a serious violation. A violator can be assessed civil and criminal penalties punishable by imprisonment, and/or by a fine up to \$25,000, and \$15,000 per day for ongoing violations, to a maximum of \$70,000.

Discipline: Improper discipline at the very least can create poor employee morale and at the most can create legal liabilities. This program will review techniques to eliminate both morale and legal concerns.

Communications: Poor communication causes loss in production and affects employee morale. Learning listening and verbal skills is important for any supervisor.

AB 1825, Sexual Harassment: training and education, requires that employers with 50 or more employees provide 2 hours of training and education to all supervisory employees once every 2 years by a competent trainer. To comply with this regulation, and due to many concerns regarding a company's liability for the actions of its supervisors, we are providing this valuable session.

The trainings will be presented in

SPANISH

Presenter:

LOURDES GONZALEZ
PAN AMERICAN INSURANCE AGENCY

Date & Time:

THURSDAY, FEBRUARY 16, 2012
9 - 11AM – Supervisory Training &
11:30 AM – 1:30 PM – Harassment Prevention
Lunch will be provided for attendees of both sessions

LOCATION:

WALSH VINEYARD MANAGEMENT
Conference Room
1125 Golden Gate Drive
Napa, CA 94558

COST: (incl. certificates of completion)

\$45.00 per class/participant
\$80.00 for both classes/participant

RSVP to Julia Belliard: 831-422-8023, FAX 831-422-7318, or email apma20@pacbell.net

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Registration & Payment: *please mail to APMA, 512 Pajaro, Ste. 7, Salinas, CA 93901* or register  
online at [www.agpersonnel.org](http://www.agpersonnel.org) Attending:  Supervisor Skills  Harassment Prevention  Both

COMPANY: \_\_\_\_\_

NAMES: 1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

**SPACE IS LIMITED – PLEASE REGISTER IN ADVANCE!**