

OUR RISK MANAGEMENT LAW PROFESSIONALS

Ancel Glink labor and employment attorneys possess diverse backgrounds and experience but share the common commitment to helping local governments with their labor and employment issues. Our team of labor and employment attorneys who will train your staff are as follows:

Keri-Lyn J. Krafthefer

Margaret Kostopulos

Darcy L. Proctor

David Lefkow

Donald W. Anderson

Tiffany Nelson

For more information on our labor and employment services, please call Stewart Diamond or Keri-Lyn Krafthefer at 312-782-7606. Visit us also on our website at www.ancelglink.com.



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Personnel Risk Management Training Programs



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ANCEL GLINK PERSONNEL RISK MANAGEMENT TRAINING PROGRAMS

Ancel Glink attorneys understand that pro-active approaches to employment matters often avoid costly litigation.

When employers provide training for supervisors, as well as staff, it results in smoother operations, better administration and enforcement of work rules, fewer claims, and better defenses to those claims. We offer a number of specialized training programs for supervisors and staff to help you meet those goals.



OUR SERVICES

We recognize that every workplace is different and the most effective supervisor and staff training is that which addresses the specific needs of the workplace. Ancel Glink offers training that is tailor made for your workplace needs. We will work with you to customize your training program to include any of the various topics on which we train, to create a program that targets the needs of your workplace. The workplace issues for which we offer training include the following:

- ▶ Sexual Harassment
- ▶ FLSA and Avoiding Overtime Claims
- ▶ Discipline and Discharge
- ▶ Conducting Valuable Performance Evaluations
- ▶ Proper Enforcement of Work Rules
- ▶ Handling the Difficult Employee
- ▶ What to Keep in Personnel Files
- ▶ Avoiding Discrimination in the Workplace
- ▶ Conducting Defensible Internal Investigations
- ▶ Do's and Don'ts During a Union Campaign
- ▶ Special Workplace Issues for Police and Fire Personnel
- ▶ How to Keep Job Candidates from Becoming Future Litigants
- ▶ Coordinating FMLA, Workers Compensation and Other Leave Benefits
- ▶ ADA Compliance in the Workplace
- ▶ Privacy Issues in the Workplace

In addition to the above programs we will also develop training to meet an employer's special needs.

In addition to their decades of experience in the field of labor and employment, the attorneys at Ancel Glink possess unique insight into the interconnection of local governmental labor and employment matters with other local governmental issues. With the overall knowledge and understanding of how governmental entities operate, our attorneys are able to approach labor and employment matters from a more "holistic" perspective. Not only are our programs educational, but they provide practical advice and solutions to the puzzling and time consuming questions that employers regularly face.

ABOUT ANCEL GLINK

Founded in 1931, Ancel Glink attorneys continue to concentrate their practice in the representation of Illinois public entities and public officials. We serve our clients from offices in Chicago's Loop, as well as maintaining offices in DuPage, Lake and McHenry Counties. Ancel, Glink has a tradition of excellence and innovation, and our representation of local governmental bodies is preeminent in Illinois.

We have recently opened an office in Bloomington to serve local governments and clients in central Illinois.

To get an idea of our approach to these issues, download our pamphlet *Labor Law Handbook For Smaller Governments* at www.ancelglink.com. it is part of the Ancel Glink Library.