DIVERSITY AND INCLUSION

This training is intended for companies that want to commit to making changes in their companies or for those who want to continue to support diversity and inclusion amongst their staff.

SDEA's Diversity and Inclusion training is not a "check the box" training class.
This class is intended to be engaging and interactive and allow for real conversations in a comfortable setting.

For those who are looking to improve on what they already have or for those who may realize that more work needs to be done, this class will serve as a great jumping off point.

Topics:

- Why Diversity and Inclusion are Essential to a Workplace
- Unconscious Bias – Where We Learn it and Can We Unlearn it
- Collective Accountability
- Dispelling Assumptions and Stereotypes
- How to Take Action – Make a Commitment

Many companies are making this training mandatory.
You can be proactive in showing your employees your commitment to social responsibility.

At San Diego Employers Association, we stand against racism and inequality.
We wholeheartedly believe that lasting change requires ongoing action and education in the important work around social justice.
We are committed to fostering an equitable and inclusive community that reflects and amplifies diverse voices and we know that statements alone don't bring about change.

Kimberly Parker
Business Owner, Consultant

Jennifer Jacobus, PHR, PHRca
Director of HR Services

San Diego EMPLOYERS ASSOCIATION
HR AT WORK

www.sdeahr.org info@sdeahr.org 858.505.0024

SAFE CONTINUED OPERATIONS TRAINING

As companies are beginning to bring employees back to the workplace, there are required measures they must take to ensure the safety of their team.

Businesses must conduct Hazard Assessments, develop Hygiene Practices and Social Distancing Protocols, and determine a plan to maintain privacy and keep employees safe if someone in the office is exposed or diagnosed with COVID-19. Once this is complete, employers must train employees on the new processes and procedures. That is where SDEA can help! We can customize safe reopening training to fit your business's unique situation, and provide that training to your employees either onsite, or via webinar.

Our training package will include:

- Customized industry specific powerpoint presentation.
- Industry specific materials for building postings.
- Checklist tailored to your specific needs.

You can be proactive in showing your employees your commitment to a safe workplace. Call us to discuss your needs and how we can best be of service.

San Diego EMPLOYERS ASSOCIATION
HR AT WORK

Member Cost: $575
Non Member Cost: $799

www.sdeahr.org info@sdeahr.org 858.505.0024

SDEA
-HR AT WORK-

CLASS LIST 2020

AUGUST

August 5 Harassment Prevention Training Non Managers Webinar
August 6 Harassment Prevention Training Managers Webinar

SEPTEMBER

September 9 Harassment Prevention Training Non Managers Webinar
September 10 Harassment Prevention Training Managers Webinar
September 15 **Management Essentials Certificate Program**
September 15 Employee Orientation for Supervisors
September 18 **PHR® SPHR® Certification Prep Program**
September 22 Harassment Prevention Training **SPANISH** Non Managers Webinar
September 22 Time Management and Delegation
September 24 **Advanced Management Certificate Program**
September 24 Communication Skills II
September 29 5 Steps to Managing Conflict
September 30 **PHRca® Certification Prep Program**

OCTOBER

October 1 Diversity and Inclusion for Supervisors
October 6 Becoming a Confident Leader
October 7 Harassment Prevention Training Non Managers Webinar
October 8 Harassment Prevention Training Managers Webinar
October 8 Coaching Level II
October 13 Successful Interviewing Techniques for Supervisors
October 15 8 Steps to Leading Change
October 20 Fundamentals of Employment Law
October 22 Resolving Conflict II
October 27 Communication Skills
October 29 Building Effective Teams

NOVEMBER

November 4 Harassment Prevention Training Non Managers Webinar
November 5 Harassment Prevention Training Managers Webinar
November 5 Employee Retention

DECEMBER

December 2 Harassment Prevention Training Non Managers Webinar
December 3 Harassment Prevention Training Managers Webinar
December 9 Harassment Prevention Training **SPANISH** Non Managers Webinar

HR CERTIFICATION INSTITUTE® APPROVED • 2020 • PROVIDER

San Diego EMPLOYERS ASSOCIATION
HR AT WORK

ARE YOU LOOKING TO TRAIN YOUR MANAGEMENT TEAM?

At SDEA we offer two programs that can help you take your team to the next level

A confident leader inspires trust and loyalty in their team and presents goals in a way that gets the group excited about accomplishing those goals. Designed by subject matter experts, our programs have everything you need to lead your team with confidence. All Management and Leadership training courses can be taken individually or as a series.

Management Essentials Certificate Program
September 15 2020

SDEA's Management Essentials Certificate is ideal for new managers, as well as those interested in expanding their leadership capabilities. Expert instructors will teach participants to leverage both technical and people skills to meet new challenges with increased confidence.

Course Overview:

- Employee Orientation for Supervisors
- Successful Interviewing Techniques
- Time Management & Delegation
- Becoming a Confident Leader
- 5 Steps to Managing Conflict
- Fundamentals of Employment Law
- Communication Skills
- Performance Appraisals: Managing the Process
- Documentation and Discipline

Advanced Management Certificate Program
September 24 2020

SDEA's Advanced Management Certificate Program is ideal for Managers or Supervisors looking to take their teams to the next level. The Advanced Management series helps promote even stronger communication skills, which results in solid relationships, a more diverse, inclusive, and collaborative team, and better ability to guide your team through the inevitable changes that are part of the work world.

Course Overview:

- Communications Skills Level II
- Diversity and Inclusion
- Coaching Level II
- Employee Retention and Engagement
- Resolving Conflict in a Relationship Building Way Level II
- Building Effective Teams
- 8 Steps to Leading Change

This program is the level 2 program to the Management Essentials Certificate Course. To achieve the full value of the program, we recommend attendees complete some (but not all) of the Management Essential courses from the original series.

San Diego EMPLOYERS ASSOCIATION
HR AT WORK

ARE YOU READY TO TAKE THE NEXT STEP IN YOUR HR CAREER?

At SDEA you have our support, we provide the programs that can help you prepare to take the HRCI certification tests

Designed by subject matter experts, our programs have everything you need to successfully pass the exam. Our curricula and materials correspond to the functional responsibilities and associated knowledge defined by the HR Certification Institute. Experienced instructors will include application exercises that develop test taking competencies and decision making skills.

PHR® SPHR®

Topics include:

- Business Management
- Workforce Planning and Development
- Human Resource Development
- Compensation and Benefits
- Employee and Labor Relations
- Risk Management

PHRca® *New!*

Topics include:

- Employment and Employee Relations
- Compensation / Wage and Hour
- Benefits and Leaves of Absence
- Health, Safety and Workers Compensation

aPHR®

Topics include:

- Health, Safety and Security
- HR Development and Retention
- Compensation and Benefits
- Employee Relations
- Recruitment and Selection
- HR Operations

.

Program investment

$1,095	$1,295
Members	Non Members

10 week program starts:
September 18th 2020

$750	$975
Members	Non Members

10 week program starts:
September 30th 2020

$995	$1,295
Members	Non Members

8 week program starts:
TBD

HR CERTIFICATION INSTITUTE® APPROVED • 2020 • PROVIDER

HARASSMENT PREVENTION TRAINING

EFFECTIVE JANUARY 1, 2019, SB 1343 EXPANDS THE MANDATE TO EMPLOYERS WITH FIVE OR MORE EMPLOYEES.

California law now requires businesses with 5 or more employees provide professional harassment prevention training, discrimination, and retaliation to all employees. SDEA offers this training which can be delivered in person or via webinar.

SDEA offers a two hour training session for managers and a one-hour session to all other employees. Our training addresses the differences between intent and impact; how to recognize and address bullying in the workplace and hostile work environment as well as personal liability and much more.

BULLYING
DIVERSITY
INCLUSION
ANTI BIAS
RETALIATION
GENDER IDENTITY
RACIAL PROFILING
SEXUAL HARASSMENT

San Diego EMPLOYERS ASSOCIATION
HR AT WORK

PRICING

Harassment Prevention Training classes and webinars:	Member Cost	Non Member Cost
Supervisors/Managers - 2 hour training	$49/person	$79/person
Non Supervisors - 1 hour training	$25/person	$40/person

Harassment Prevention Training Onsite at your Company:	Member Cost	Non Member Cost
Supervisors/Managers - 2 hour training	$1,149	$1,599
Non Supervisors - 1 hour training	$575	$799

www.sdeahr.org info@sdeahr.org 858.505.0024

HR ON LOAN

LET SDEA TACKLE YOUR IMPORTANT HR PROJECTS!

You are busy running the day to day business, and while you know things like job descriptions and performance management programs are important, they always seem to get pushed to the back burner. That's where SDEA's HR Consultants come in. Our experienced HR professionals can complete your most arduous HR tasks, keeping your company culture, organizational objectives, mission and values in mind.

Ask our HR Consultants how we can help you get these checked off your list in 2020!

ONBOARDING

JOB DESCRIPTIONS

REFERENCE CHECKS

TALENT ACQUISITION

PERFORMANCE MANAGEMENT PLANS

LEAVE OF ABSENCE ADMINISTRATION

San Diego EMPLOYERS ASSOCIATION
HR AT WORK

www.sdeahr.org info@sdeahr.org 858.505.0024

MEMBERSHIP BENEFITS

WE SUPPORT OUR MEMBERS BY OFFERING THE FOLLOWING SERVICES AT NO ADDITIONAL CHARGE:

• **Unlimited Consultation with our Staff of HR Experts** • Our HR experts are available to SDEA members by phone or email to offer guidance, resources, and information to answer your HR questions and concerns.

• **Consultation with an Employment Law Attorney** • SDEA has partnered with the employment law firm Ogletree Deakins to provide members with up to one hour per month of legal consultation. (Upon referral from one of our HR Consultants).

• **Employment Practices Review (complimentary for first-year members)** • This onsite review is critical in identifying areas of immediate need for your company's HR function, establishing an action plan to avoid potential HR compliance issues, and providing recommendations for best practices, state-mandated training, and professional development.

• **HRCI Re-certification Credits & Other Benefits** • SDEA's partnership with HRCI allows SDEA members to receive up to 12 re-certification credits per renewal cycle, register for HRCI exams at discounted rates, access a specialized Re-certification HRCI Concierge, and more.

• **Documents and Templates** • Members have exclusive access to SDEA's document and template database to easily find required employment documents, compliance checklists, and sample communications on a wide variety of HR topics.

PLUS, MEMBERS RECEIVE ACCESS TO ADDITIONAL SDEA SERVICES AT DISCOUNTED RATES:

• **Employee Handbook Audit and Creation** • SDEA's HR experts will review and perform a comprehensive update of your company's employee handbook to ensure compliance and relevance. We also offer employee handbook creation services, which allow for the implementation of a fully compliant document tailor-made to fit your unique company culture.

• **HR on Loan** • Our experienced HR Consultant will assist you with tough HR issues, including employee relations, conflict management, manager/staff coaching, performance management development, leave of absence administration, onboarding, and talent acquisition support. We will discuss the specific situation with you and develop a strategy for resolving your concerns and/or completing your project.

• **Professional Development Training** • Our leadership and professional development workshops, seminars, and Roundtable lunch events are ideal for everyone. The training is offered at SDEA, by webinar and/or onsite at your location.

• **Spanish Translation and Training Services** • Whether you're looking to offer just a few documents in Spanish or whether you'd like to make your entire employee handbook dual language, SDEA is your one-stop Spanish language translator.

• **Annual Employment Law Update Event** • SDEA's annual Employment Law Update offers insights from three of San Diego's top attorneys, each presenting on different areas of the most current and relevant employment law topics.

San Diego EMPLOYERS ASSOCIATION HR AT WORK

www.sdeahr.org info@sdeahr.org 858.505.0024