

## WORKPLACE PRIVACY

### Does It Really Exist?

Do your managers clearly understand the rules about privacy in the workplace? This program examines employees' right to privacy and your organization's rights to protect its information and property. Managers will learn how to effectively and legally establish, document, communicate and enforce policies regarding privacy.

#### **About the Program:**

This program provides answers to several of the most common questions managers struggle with concerning workplace privacy, including:

- Are individuals guaranteed the same rights to privacy within the workplace that they are entitled to at home?
- Should employees sign a consent form prior to any employer searches?
- Do I keep all records pertaining to an employee together/centralized in one location?
- After an investigation, should a full report of the incident be shared with the entire management team?

This program teaches four main areas managers need to pay attention to when dealing with workplace privacy issues:

- 1) Managing Expectations
- 2) Obtaining Employee Consent
- 3) Protecting Confidentiality of Employee Records
- 4) Protecting Confidentiality in an Investigation

#### **After completing the Workshop, participants will be able identify:**

- The employee's privacy rights
- The employer's rights to protect property, information and security
- How to establish, document, communicate and enforce an organization's employment policies
- Four main issues regarding privacy issues in the workplace
- Three action steps that managers can take to keep themselves and their organizations out of court

**Target Audience: Managers and Supervisors**

**Course Length: 1 and 3 Hour Options**

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