

## WORKPLACE VIOLENCE

### The Legal Role in Keeping Your Workplace Safe

No organization wants its name on the front page when the headline involves workplace violence. This program explores preventive measures and examines the legal obligations of managers and their organizations. Topics include hiring policies, appropriate responses to angry outbursts, dealing with employee threats, procedures for investigating rumors and the importance of maintaining confidentiality.

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

Making the workplace safe from violence is a high priority for organizations today. But there is a real risk of legal liability as well. *Because of workplace violence, organizations have been sued* for negligent hiring and retention, constructive discharge and failure to provide a secure environment. This Legal Briefs module will help ensure your managers know their legal obligation and the actions *they* can take to keep your workplace safe and *out of court*. This program also provides specific instructions on how to appropriately and legally investigate rumors, do background checks and employment screenings and more.

#### **After completing the Workshop, participants will understand:**

- How to approach pre-employment screenings; what types of questions to ask references; how to avoid illegal questions, misuse of information and negligent hiring
- How to respond appropriately and immediately to acts of employee temper
- How to respond to an employee who makes threats toward an outsider
- How to investigate rumors of threats and maintain confidentiality

**Target Audience: Managers and Supervisors**

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

Lisa Jean Smith Learning Journey, Inc.  
Office Phone (507)793-2879 Mobile Phone (612) 419-0571  
learningjourney@roundlk.net  
www.lisajeanttraining.com