



TO PURCHASE THIS VIDEO,  
CONTACT:  
TRAINING SOLUTIONS, Inc.  
703/318-0838  
[www.trainingsolutions.com](http://www.trainingsolutions.com)

We work on your behalf to  
obtain the best price for YOU!

TRAINING SOLUTIONS, Inc. is an authorized distributor, representing a wide variety of video/CD-ROM programs.

*It is important to contact TRAINING SOLUTIONS, Inc. if you would like to order this video, obtain quantity discounts or additional information, request more previews, etc.*

# HOW-TO TRAINING PROGRAMS

## LEGAL ISSUES

### Documenting Discipline

Disciplining employees is one of the most difficult parts of a manager's job. But with progressive discipline and proper documentation, you increase the chances that an employee will correct a work-related problem, as well as significantly reduce the legal liability for you and your organization. This award-winning video underscores the importance of using the FOSA documentation system to protect yourself as a manager and improve employee performance.

#### How-To Training Points:

- How to document specific incidents that focus on behavior
- How to implement progressive discipline
- How to utilize the four-step FOSA system: Facts, Objectives, Solutions, Actions
- How to collect the facts for a legally defensible termination—as a last resort

**Length:** 22 Minute Video

**Preview Price: FREE! / Purchase Price:** \$795

**Order Code:** DOCUM

### It's the Law: The Legal Side of Management

This brand new video identifies and explains key legal issues that many managers may have to address in the workplace today. It helps them realize their responsibility to understand and enforce the employment laws that speak to these issues which can minimize their chances of ending up in court.

#### How-To Training Points

- How to understand equal employment laws and how they protect employees from discrimination
- How to identify the three types of employment discrimination
- How to define the two types of sexual harassment
- How to avoid discrimination in recruiting and hiring
- How to implement the six steps to progressive discipline
- How to understand the guidelines of the Americans With Disabilities Act and the Family Medical Leave Act

**Length:** 23-Minute Video

**Preview Price: FREE! / Purchase Price:** \$795

**Order Code:** LGMGR

### Documenting Discipline Manufacturing & Industrial Version

Straight from the factory floor, this manufacturing and industrial version of the popular best-seller **Documenting Discipline** delivers step-by-step procedures for ensuring legal safety, consistency and documentation throughout your company when addressing employee-related issues and problems.

#### How-To Training Points:

- How to document specific incidents that focus on behavior
- How to implement progressive discipline
- How to utilize the four-step FOSA system: Facts, Objectives, Solutions, Actions
- How to collect the facts for a legally defensible termination—as a last resort

**Length:** 26 Minute Video

**Preview Price: FREE! / Purchase Price:** \$795

**Order Code:** DOCMM

### No Privacy: Legal Issues in E-Mail

Electronic mail provides us with a quick, easy way to communicate. But used incorrectly, it can lead to personal and professional embarrassment, lawsuits and costly litigation. Protect yourself, your employees and your organization by educating everyone about the do's and don'ts for communicating with electronic mail in the workplace.

#### How-To Training Points:

- How to consider your E-mail messages as public information and not private
- How to regard E-mail as a permanent, rather than temporary, form of communication
- How to ensure you and your employees use E-mail for business purposes only
- How to avoid personal and professional embarrassment, potential lawsuits and costly litigation that can result from the misuse of E-mail

**Length:** 23 Minute Video

**Preview Price: FREE! / Purchase Price:** \$595

**Order Code:** ISSUE

# HOW-TO TRAINING PROGRAMS

## LEGAL ISSUES

### **Beyond Sexual Harassment Other Forms of Harassment and Discrimination (Employee Version)**

Whether employees are engaging in harassing behavior or being harassed themselves, they need to know what their limits and their rights are. This video shows employees what constitutes unprofessional, unacceptable or illegal behavior and how to handle harassment when it does occur.

#### **How-To Training Points:**

- How to identify harassing behaviors
- How to understand the negative impact of harassment
- How to get involved and take action when harassment occurs

**Length:** 19 Minute Video

**Preview Price: FREE! / Purchase Price: \$695**

**Order Code:** BEYOE

### **Beyond Sexual Harassment Other Forms of Harassment and Discrimination (Management Version)**

It doesn't have to be sexual to be harassment. This video uses realistic vignettes to show managers how to identify and prevent incidents involving age, gender, religion and other not-so-obvious forms of discrimination.

#### **How-To Training Points:**

- How to identify harassing behaviors
- How to examine personal feelings on harassment
- How to follow through on your organization's anti-harassment policies and procedures

**Length:** 15 Minute Video

**Preview Price: FREE! / Purchase Price: \$695**

**Order Code:** BEYON

### **Legal Issues for Managers It's Just Not Fair!**

Find out what can happen when employees or potential employees feel the smack of unfair treatment or inequality. This look at various work-related situations paints a truthful representation of the legal consequences managers and organizations can face if an individual files a lawsuit. This unique "newsmagazine-style" video lays out six specific guidelines to help keep managers out of court.

#### **How-To Training Points:**

- How to recognize when you've treated an individual unfairly
- How to focus on job-related experiences and behaviors
- How to implement rules of F.A.I.R. discipline
- How to act consistently with all employees

**Length:** 23 Minute Video

**Preview Price: FREE! / Purchase Price: \$795**

**Order Code:** NFAIR