



# Workplace Privacy:

Does it Really Exist? (Part of the Legal Briefs Series)

**NEW RELEASE ON:** Workplace Privacy  
**TARGET AUDIENCE:** Managers and Supervisors  
**VIDEO LENGTH:** 16 minutes

*An easy-to-understand program that teaches three specific actions you can take to stay in compliance with workplace privacy issues!*

### Key Learning Points:

- 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

### 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

### Also Available for Purchase:

The Legal Briefs Series includes these 8 modules:

- The ADA
- Discipline and Termination
- The Family and Medical Leave Act
- Harassment and Discrimination
- Recruiting and Hiring
- Substance Abuse
- Workplace Privacy
- Workplace Violence

*Individual modules are \$495 each.*

<b>Package Includes:</b>	<b>Pricing:</b>	[subject to change]
16 minute VHS Video	Preview:	FREE
Facilitation Guide	License/Purchase:	\$495 VHS / \$695 DVD
Participant's Desk Reference Guides (10-pack)	5-Day Rental:	\$195 VHS / \$395 DVD
<i>Additional Desk Reference Guides (\$49.95/10-pk)</i>	30-Day Rental:	\$295 VHS / \$595 DVD

**TRAINING SOLUTIONS, Inc.**

[www.trainingsolutions.com](http://www.trainingsolutions.com)

703-318-0838