

EMPLOYEE RELATIONS TRAININGS

*If hyperlinks do not take you directly to the trainings, right click on the hyperlink then copy and paste the link into a Chrome browser.

[Compliance with the Americans with Disabilities Act \(ADA\)](#)

Provides guidelines to leaders and an overview of processes when there is a need to initiate (and conduct) the Americans with Disabilities Act (ADA) Interactive Meeting process for employees. **(Online Training)**

[Employee Conduct in the Workplace](#)

Provides clear understanding on appropriate employee conduct in the workplace to include the intersecting of UAMS' core values and basic code of conduct behavior expectations. **(Online Training)**

[HR Law for Leaders](#)

NEW TRAINING!

Provides understanding and highlights leader expectation and responsibilities, as well as address common concerns related to retaliation, discrimination, hiring practices, hostile work environment, department culture, recognizing bullying and more. **(Online Training)**

Just In Time (JIT) Trainings – 20 minutes each

NEW TRAININGS!

Provides **proactive** information that supervisors need to know, which will ensure understanding in advance of an issue. The trainings have clarity in the step-by-step guidance, which will also help supervisors proactively navigate challenging Employee Relations matters. **(Online Trainings)**

- [When Should you Conduct a Coaching or Counseling Session](#)
Leaders will learn the difference between a Coaching Session and a Counseling Session. This training will help leaders be proactive in the early stages of documentation.
- [Effective Documentation](#)
Leaders will learn how to effectively document an incident. Key concepts are taught that will ensure personal opinions are excluded from the documentation and there are objective supporting facts.
- [Writing Effective Disciplinary Notices](#)
Leaders will learn step-by-step how to write an effective disciplinary notice to include clarity in necessary attachments to support the discipline step.
- [Conducting Workplace Investigations](#)
Leaders will learn how to gather supporting witness statements to include clarity in each step, all the way to the completion of the case.

[Separation Policy Procedures for Supervisors \(Offboarding Expectations\)](#)

Provides an overview of the **Employee Separation System** procedures and outlines the expectations and responsibilities for department supervisors in accordance with administrative guide policy 4.5.16, Employee Separation. **(Online training)**

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[Sexual Misconduct \(Title IX and Title VII\)](#)

Provides an understanding of the laws and UAMS' requirement to ensure compliance with the law and the administrative guide policy. **(Online Training)**

Available upon request for groups of 20 or more

Send requests to EmployeeRelations@uams.edu and an Employee Relations partner will follow up with you, within two business days to discuss your needs and plan for next steps.

Coaching and Progressive Discipline (Series I)

Provides an understanding of the processes to review, assess, and address job-related behavior that does not meet expected performance and/or behavioral standards. Teaches leaders how to approach issues before the behavior warrants Progressive Discipline. Scenarios are included to ensure understanding. (Duration: 1 ½ hour) *Prerequisite for: Documenting for Success*

Documenting for Success (Series II)

Provides additional processes and tools to supplement the Coaching and Progressive Discipline training. This includes sharing the goal and roles of Employee Relations; sharing definitions to assess various forms of misconduct and/or performance; employee and employer rights in due process, and sharing investigative tips. Scenarios are included to ensure understanding in determining the appropriate courses of action. (Duration: 2 hours)