

The “Made Easy” Series

Many companies require employees to wear many different hats; to include Human Resources and the Safety Manager hat. I’ve put together a training list of many “need to know” topics. Look through the list and pick one, several or all topics you’d be interested in being trained on. I will come to your office and train face-to-face, via the telephone, or we can Skype; whatever works for you.

1. Workers’ Compensation Basics

If you have employees then you most likely have claims. This workshop will explain a 5-Step process to the work comp system. Receive a process flow-chart, alphabetical list of common terms and a list of questions to ask the claims adjuster to keep the claim moving.

2. First Aid/Medical Only/Indemnity Claims Explained

Take control of your work comp claims costs by learning what a first aid claim is and when to pay it yourself. Learn the four words you must write on each first aid claim filed to prevent reserves from being placed on the claim. Save money with this workshop.

3. Injury and Illness Prevention Program

If OSHA comes to visit the first thing they’ll ask to see is your IIPP. Your IIPP must spell out the name of the safety manager in charge of the IIPP and it should not be covered in dust. Let me walk you through what an IIPP is, how to use it and how to keep it up to date.

4. Return or Not to Return an Injured Worker Back to Work

Every employer is required by law to engage in the “**Interactive Return to Work Process**” before making termination decision. If you engage in the ‘hope’ process (we hope we’re doing this right) you risk being sued for discrimination. Interactive questions provided.

5. Cal-OSHA 300 Log

The Cal-OSHA 300 log is where you keep record of work-related injuries and illnesses. This log must be filled out exactly as Cal-OSHA requires or you’ll be fined if OSHA comes to visit. Find out if your company is required to comply with the Log 300 Wizard.

6. Employment Notices Posting/Hand-Out Requirements

What gets hung up, where do I hang it up, what gets handed out and when? This can get overwhelming. Lets simplify the process with a basic audit of what you’ve been doing, followed with an overview of the requirements and then wrap it up with a handy checklist.

7. Job Descriptions

Hate writing job descriptions? Let me show you how to knock these out 1. 2. 3! Job descriptions are one of the best investments you can make because you can use them in job evaluations, performance appraisals, terminations and training. Let’s do this together!

8. You Name It

Do you have an area you’d like to learn about...or learn more about? If so send me an email or call and we’ll discuss. *Legal Learning Made Easy* is our effective approach to difficult topics.

Kristine’s approach to teaching incorporates real live situations, humor, and practical knowledge. Learning will never be easier or more entertaining.

For more information call Kristine at (805) 252-2481, email Kristine@LegalProfessorOnline or visit LegalProfessorOnline.com