

COURSE HOURS

On the opening day, registration will begin at 8:00am. Sessions will begin at 8:30am and will end at 4:30pm on Tuesday, May 25 and Wednesday, May 26.

COURSE LOCATION

The Center for American and International Law, 5201 Democracy Drive, Plano, Texas, 75024-3561.

HOTEL ACCOMMODATIONS

The cost of lodging is not included in the tuition. Guest rooms are available at the Residence Inn, 5001 Whitestone Lane, Plano 75024, \$89.00 per night studio or 1-bedroom, plus tax. Full breakfast is included. To assure room availability, contact the Residence Inn directly at 972.473.6761 at least 30 days prior to arrival and ask for the government rate of \$89.00.

NONDISCRIMINATORY POLICY

The Center for American and International Law does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, veteran status or any other protected status in educational activities, scholarship programs or admissions.

TUITION CANCELLATION

Tuition, less a \$25 handling charge, will be refunded upon written cancellation received five (5) working days prior to the program. Cancellations received after that date cannot be refunded, although substitutions will be permitted.

ILEA MEMBERSHIP

Membership in the ILEA is available to city, county, state and federal law enforcement organizations. Membership cost is based on the number of sworn and civilian law enforcement personnel in the agency. Member agencies may send representatives from their organizations to ILEA courses at a reduced tuition rate. For more information, visit our website at www.theILEA.org or call our office at 972.244.3430 or 800.409.1090.

Please Note: The Institute utilizes outside mailing lists. If you receive a duplicate of this announcement, please pass it along to an interested colleague.



Please let us know of corrections needed in your mailing address.

THE CENTER FOR AMERICAN AND INTERNATIONAL LAW
5201 Democracy Drive – Plano, Texas 75024

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A PRACTICAL GUIDE TO LITIGATION-FREE MANAGEMENT

A Short Course
on
Employee Relations

TO BE HELD AT THE
CENTER FOR AMERICAN AND
INTERNATIONAL LAW
PLANO, TEXAS

MAY 25-26, 2004

**INSTITUTE FOR
LAW ENFORCEMENT ADMINISTRATION**
(The Center for American and International Law)

5201 Democracy Drive
Plano, Texas 75024
972-244-3430 or 800-409-1090
www.theILEA.org

A PRACTICAL GUIDE TO LITIGATION-FREE MANAGEMENT

A Short Course on Employee Relations

MAY 25-26, 2004

- Designed for Police Executives, Supervisors and Related Public Managers
- Avoid Litigation that Consumes your Time and Attention
- Prevent Employee Problems Before They Turn Into Lawsuits
- Learn the Basics of Employee Relations

Few managers are skilled in the employee relations techniques necessary to avoid legal challenges.

Through discussion, group exercises and role playing, managers will learn and practice specific tactics to apply in significant on-the-job interactions.



SPEAKER

Michael J. Mirarchi is a leading expert in employment-related lawsuit prevention. He has over 20 years experience in Employment and Labor Law, Human Resources and Senior Corporate Management. Mr.

Mirarchi has a B.S. in Business Administration and a Law Degree from

Seton Hall University. He successfully defended Frito-Lay, Inc. from charges of discrimination, sexual harassment and wrongful termination. For over ten years he has assisted employers and their management teams in preventing litigation.

HOW TO HANDLE

- Personality and Attitude Problems
- Corrective Action and Discharge
- Potential Sexual Harassment Situations

HOW TO ADDRESS

- Erratic Job Performance
- Generalized Disparaging Comments
- Previously Unaddressed Behavior

HOW TO RESPOND TO

- Employee Complaints
- Discriminatory Comments
- Requests for Job Accommodations
- Reference Checks

HOW TO REACT TO

- Threats of Violence
- Serious Off-the-Job Misconduct
- Disclosure of AIDS/HIV Infection

REGISTRATION - Litigation-Free Management

Mail, fax or e-mail to: Registrar Phone: 972.244.3405
Institute for Law Enforcement Administration ILEA Phone: 972.244.3430 or 800.409.1090
5201 Democracy Drive Fax: 972.244.3431
Plano, TX 75024 E-Mail: ilea@cailaw.org

Tuition: \$245 members of the Institute for Law Enforcement Administration, \$295 non-members. This includes all instruction and handouts. Lodging and meals are excluded.

Name/Rank: _____

Agency: _____

Address: _____

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TCLEOSE CREDIT: Law enforcement personnel attending this course are eligible for 14 hours of Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) credit.