

ENVISION, STRATEGIZE & ACTUALIZE.
We got this.

ES&A

A LAW CORPORATION

**ADVISING EMPLOYERS
AND ORGANIZATIONS**

AND

**PROVIDING TRAINING
AND SEMINARS ON:**

Labor and Employment
Employee Benefits
Government Contracts and Grants
Business Strategy
Supervisor and Management Training
Strategic Planning



www.esandalaw.com



ES&A TRAINERS*

HR SERVICES MANAGER

Janelle Yee (808) 729-9402
JYee@ESandALaw.com

HR SERVICES ADVISOR

Shareen Poynter (808) 729-9403
SPoynter@ESandALaw.com

PROFESSIONAL DEVELOPMENT DIRECTOR

Arlene Odagiri (808) 729-9414
AOdagiri@ESandALaw.com

TRAINING AND SEMINARS presented by ES&A
trainers and attorneys onsite or in the ES&A Training Room.
For program details and rates, please contact us.
General topics on reverse.



*Working under the direction of a licensed Hawai'i attorney



ES&A ATTORNEYS

Anna Elento-Sneed (808) 729-9401
AES@ESandALaw.com

Trisha Gibo (808) 729-9406
TGibo@ESandALaw.com

Kimberly Greeley (808) 729-9411
KGreeley@ESandALaw.com

Sam Sneed (808) 729-9409
SSneed@ESandALaw.com

Ryan Loeffers (808) 729-9400
RLoeffers@ESandALaw.com

Jessica Sneed (808) 729-9405
JSneed@ESandALaw.com

Higher value, lower cost.
Fast turnaround. Alternative fee
structures tailored to fit you.
Next generation legal services.

ES&A

A LAW CORPORATION

Pauahi Tower, Suite 2750
1003 Bishop Street
Honolulu, HI 96813

(808) 729-9400 phone
(808) 729-9425 fax
www.esandalaw.com

ES&A is a Certified Women-Owned Small Business (WOSB).

Customized training series

Our customized training series are tailored to your business scenarios. Please contact us for rates.

- BASIC TRAINING SERIES (First Line Supervisors & Up)**
3 sessions, 2-1/2 hrs. each (one per month)
 - Discrimination, Harassment & Retaliation Claims; Basic Risk Management
 - Recruitment, Interviewing & Selection; Communicating with Employees; Attendance & Timekeeping
 - Investigations; Coaching, Discipline & Termination

- MANAGEMENT TRAINING SERIES (Mid- to Sr. Mgrs)**
7 sessions, 10-1/2 hours total
 - Bullying to Harassment to Violence; Diverse Workforce
 - Wrongful Termination vs. Effective Management; Risk Management; Litigation
 - Reasonable Accommodations; Benefits & Leaves
 - Workplace Privacy
 - Compensation and Staffing
 - Unions
 - Strategic Issues; Employment Law Outlook

- CROSS-CULTURAL TRAINING (New to Hawaii)**
1 session, 2 hours
 - Local Culture: History, Values, Communication Styles
 - Recruiting and Employment in Hawaii
 - Protected Classifications in Hawaii

- STRATEGIC PLANNING RETREAT (Executives)**
Number and length of sessions vary. Topics may include:
 - Structuring for Success
 - Protecting Your Intellectual Property, Proprietary Information & Other Confidential Materials
 - Fiduciary Duties and Ethical Codes
 - Staffing Strategies
 - Cross-Jurisdiction Issues
 - Government Contracting Obligations (Federal & State)
 - Performance Based Management
 - Change Management
 - Cybersecurity and other New Challenges
 - Labor & Employment Trends

Targeted training seminars

Our training seminars help you target areas for education and compliance. Please contact us for rates and details.

LABOR AND EMPLOYMENT

- Wrongful Termination**
 - At Will Versus Non-At Will Employment
 - Wrongful Termination
 - Avoiding Improper Terminations and Retaliation Claims
 - Arbitrating Employment Disputes
 - Defending Employment Cases
 - Electronic Discovery

- Equal Employment Opportunity (EEO)**
 - EEO for Managers and Supervisors
 - EEO for Employees
 - EEO for Public Employers
 - EEO for Schools
 - ADA and the Reasonable Accommodation Process
 - Conducting EEO Investigations
 - Joint Employer & Alter Ego Doctrines
 - Managing Diverse Workforces

- Labor Law**
 - Labor Law 101
 - Union Organizing Process
 - Dos and Don'ts for Managers
 - Joint Employer & Alter Ego Doctrines
 - Collective Bargaining 101
 - NLRB Trends (Handbooks and *Purple Communications*)

- Compensation**
 - Basics of Employee Compensation
 - Complying with the FLSA and Hawaii's Wage & Hour Laws
 - Joint Employer & Alter Ego Doctrines
 - Taxes, Garnishments & Deductions

- Employee Benefits**
 - Basics of Employee Benefits
 - Health and Disability Insurance
 - Flexible Compensation and Benefit Programs
 - FMLA, HFLL and Other Leaves of Absence
 - Workers Compensation and the ADA
 - Navigating Benefits for an Aging Workforce
 - Understanding ERISA
 - Preparing Summary Plan Descriptions

- HR Management**
 - HR for Small Businesses and New Practitioners
 - Employee Handbooks
 - Strategic HR Management
 - Effective Management Techniques
 - Conducting Internal Investigations
 - Confidentiality, Non-Compete, Proprietary Rights Agreements
 - Personnel Records
 - Independent Contractors, Temporary & Leased Employees
 - Labor and Employment Issues for Nonprofits
 - Managing Employees in the United States
 - RIFs and Severance Agreements
 - Social Media
 - USERRA Compliance
 - Volunteers and Interns

- Safety & Health**
 - Developing a Safety & Health Program
 - Substance Abuse Programs Under Federal and State Law
 - Disaster & Emergency Planning for Employers
 - Workplace Bullying
 - Workplace Violence

- Proprietary Rights**
 - Knowledge Leaks
 - Non-compete Agreements

- Workplace Privacy**
 - Handling PHI and Other Personal Information
 - Confidentiality in the Workplace

- Internet and Electronic Communications**
 - Social Media in the Workplace
 - Purple Communications*

- GOVERNMENT CONTRACTING & GRANTS**
 - Basic Labor Standards Compliance for Gov't Contractors
 - Affirmative Action Plans (AAPs)
 - Davis-Bacon and Service Contracts Acts
 - Code of Business Ethics
 - Federal Grant Compliance
 - Privacy Training for Federal Contractors