



2019
LEARNING & DEVELOPMENT
SESSIONS

ONTARIO • SANTA FE SPRINGS

Developing leaders through education.

IMPORTANT INFORMATION

- » Location addresses are on the back of this brochure.«
- » Courses with fewer than 5 registered attendees will be canceled.«

KEEPING YOUR CLAIMS COSTS DOWN

9:00am or 1:00pm

The actions you take in the first 30 minutes after being notified of an employee injury are the most crucial. Learn how to properly respond to an injury and to avoid common mistakes that can cost you thousands of dollars.

Santa Fe Springs 2/12/19 **Ontario**..... 2/14/19

2019 WAGE & HOUR LAWS

9:00am or 1:00pm

The state of California has consistently been ranked one of the most challenging employment jurisdictions, including some of the most complex and stringent wage and hour standards in the country. Get the inside scoop on what employers might see as far as new employment regulations, enforcement trends and potential new laws that affect the way you do business.

Ontario..... 2/18/19 **Santa Fe Springs** 2/21/19

CREATING AN EFFECTIVE SAFETY ORIENTATION

9:00am or 1:00pm

When and how do your new employees learn safe work practices for their position? Learn how to ensure each employee receives an OSHA-compliant safety orientation, and how that orientation can help you achieve a positive safety culture from day 1 of employment.

Ontario..... 3/12/19 **Santa Fe Springs** 3/14/19



CULTURAL DIVERSITY

9:00am or 1:00pm

Employees are likely to be more efficient in their positions if they are able to communicate effectively with team members with similar and different backgrounds. Cultural diversity training provides employees a space to feel valued as individuals. This training will offer strategies for building trust and cohesion among team members in the workplace.

Ontario..... 3/19/19 **Santa Fe Springs** 3/21/19

GENERAL SAFETY

9:00am or 1:00pm

This session covers basic safety related to general industries such as manufacturing, warehouse, and service related industry emerging topics, trends in regulations and compliance. You will also be familiar with the top 10 OSHA violations in your industry and how to prevent them. **Note: The construction and trucking industries will be covered in separate sessions in May and October.**

Santa Fe Springs 4/9/19 **Ontario**..... 4/11/19

HARASSMENT PREVENTION

9:00am or 1:00pm

Satisfies California AB1825, 2-year compliance requirement for supervisors. Learn how to create an environment free of harassment and discrimination, and what your responsibilities are as a supervisor.

Ontario..... 4/16/19 **Santa Fe Springs** 4/18/19

CONSTRUCTION SAFETY

9:00am or 1:00pm

This session covers basic safety related to the construction industry as well as emerging topics, trends in regulations and compliance. You will also be familiar with the top 10 OSHA violations in your industry and how to prevent them. **Note: General industry and the trucking industry will be covered in separate sessions in April and October.**

Ontario..... 5/14/19 **Santa Fe Springs** 5/16/19

MENTAL HEALTH IN THE WORKPLACE

9:00am or 1:00pm

Employees suffering from depression cost employers more than \$44 billion per year in lost productivity. In this session you will learn how to notice and support an individual who may be experiencing a mental health or substance use concern or crisis and connect them with the appropriate employee resources. Prioritizing the mental and emotional wellbeing of employees will increase profit, improve lives, and transform culture.

Ontario.....5/21/19 **Santa Fe Springs**5/23/19

OSHA 10 HOUR COURSE: GENERAL INDUSTRY PART A

9:00am ONLY

This course provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. It is delivered by an OSHA-authorized trainer.

In order to receive a certificate of completion for the course, you MUST attend one of each of the sessions offered (one A – offered in June, and one B – offered in July).

Santa Fe Springs6/11/19 **Ontario**.....6/13/19

RECRUITING AND RETENTION

9:00am or 1:00pm

Low unemployment, high demand for hard-to-find workers and an onslaught of baby boomer retirements have made recruiting considerably more difficult than it has been in recent years. Managing for employee retention involves strategic actions to keep employees motivated and focused so they elect to remain employed and fully productive for the benefit of the organization. This session will provide you the tools necessary to recruit the best talent and retain your valuable employees.

Ontario.....6/18/19 **Santa Fe Springs** 6/20/19



OSHA 10 HOUR COURSE: GENERAL INDUSTRY PART B

9:00am ONLY

This course provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. It is delivered by an OSHA-authorized trainer

In order to receive a certificate of completion for the course, you MUST attend one of each of the sessions offered (one A – offered in June, and one B – offered in July).

Ontario.....7/9/19 **Santa Fe Springs** 7/11/19

TIME MANAGEMENT

9:00am or 1:00pm

How many unread emails are sitting in your inbox? Do you feel like you spend so much time on the “little things” that you can’t get anything done? Attend this class to learn strategies for managing and prioritizing your workflow to make each day as productive as possible.

Ontario.....7/16/19 **Santa Fe Springs**7/18/19

CAL/OSHA IS COMING: NOW WHAT?

9:00am or 1:00pm

If your business has a high experience modification (ex-mod), or if you’ve had a serious injury, Cal/OSHA will come to inspect your site. Are you prepared for their visit? Find out what you can do to make that visit as painless as possible.

Ontario.....8/13/19 **Santa Fe Springs**8/15/19

EMPLOYEE ENGAGEMENT

9:00am or 1:00pm

Engaged employees work hard, have the company goals in mind, and stay with you longer. Learn what you as a leader can do to keep your employees engaged.

Ontario..... 8/20/19 **Santa Fe Springs** 8/22/19

2019 OWNER SUMMIT

Save the date for our annual can't-miss event featuring industry experts and valuable information for business owners in southern California.

Inland Empire 9/17/19 **Greater L.A. Area** 9/19/19

COACHING & PROGRESSIVE DISCIPLINE

9:00am or 1:00pm

Coaching is now considered an important part of any leader's role, sometimes taking more than 25% of their time. We help you discover the coaching tools that will encourage the best performance from your employees. If an employee is not performing adequately, it's time for progressive discipline. Learn how, why, and when to do it.

Ontario 9/24/19 **Santa Fe Springs** 9/26/19

TRUCKING SAFETY

9:00am or 1:00pm

This session covers basic safety related to the trucking industry as well as emerging topics, trends in regulations and compliance. You will also be familiar with the top 10 OSHA violations in your industry and how to prevent them.

Note: General industry and the construction industry will be covered in separate sessions in April and May.

Ontario 10/15/19 **Santa Fe Springs** 10/17/19

HARASSMENT PREVENTION

9:00am or 1:00pm

Satisfies California AB1825, 2-year compliance requirement for supervisors. Learn how to create an environment free of harassment and discrimination, and what your responsibilities are as a supervisor.

Santa Fe Springs 10/22/19 **Ontario** 10/24/19

JUST FOR OWNERS

Owner Roundtables

Owner Roundtable meetings are held with an exclusive group of BBSI client business owners and are designed to be collaborative sessions that allow owners to reflect on their business from a strategic perspective. The focus is big picture, reflective topics that encourage owners to think strategically about their business. Additionally, roundtables create a community of business owners that can network and learn from one another.

If you are interested in attending one of these events, please reach out to your BBSI Business Partner, or call 909-284-7540.

PASADENA	ONTARIO
1/17/19	2/21/19
3/21/19	4/18/19
5/16/19	6/20/19
7/18/19	8/15/19
10/17/19	11/14/19
12/12/19	

2019 Owner Summit

Save the date for our annual can't-miss event featuring industry experts and valuable information for business owners in southern California.

Inland Empire 9/17/19 **Greater Los Angeles Area** ... 9/19/19

FREQUENTLY ASKED QUESTIONS

Q: How much do these sessions cost?

A: They are FREE for BBSI clients! If you are not a current client, please contact us to find out how you can attend.

Q: Can multiple people from my company attend?

A: Absolutely! Have each person register themselves, or you can register all employees at once.

Q: What is the maximum number of people I can send?

A: As long as there are enough open seats in that session, you can send as many people as you'd like. If you have more than 10 people who would benefit from a particular class, contact us to inquire about having that session facilitated at your location for convenience.

Q: How do I sign up?

A: Go to www.bbsiontario.com/events to select the class you would like to attend.

BBSI

Ontario

BBSI Ontario Branch
3401 Centrelake Dr. ste 100
Ontario, CA 91761



Santa Fe Springs Town Center Hall

Meeting Room 1
11740 Telegraph Rd
Santa Fe Springs, CA 90670

