E-mail is wonderful. It’s fast and effective, low cost and easy to use, and all of us have come to depend on it. E-mail feels like a phone call—quick and casual—without the hassles of telephone tag. But, unlike a telephone call, e-mail creates a document, which can be reproduced exactly and may have to be explained in the harsh light of a hostile courtroom. E-mail can be a gold mine—or a land mine!

In this fast-paced program, managers will learn to understand state and federal laws on e-mail privacy and employee monitoring, as well as to appreciate how e-mail, instant messaging and blogs have been used to prove claims of harassment, discrimination, insider trading, accounting fraud, whistleblower claims, trade secrets, and more. Participants will also discover how e-mail can help managers do their job better.

WHO SHOULD ATTEND >>>
Executives, managers, supervisors, leads, HR professionals

YOU WILL LEARN >>>

- Recent court rulings on the use of e-mail, blogs, and instant messaging
- When it’s OKAY to destroy e-mail, and when destruction raises a red flag
- What NEVER to put in e-mail
- How just receiving e-mail can cause legal problems
- Recommended corporate retention/destruction practices
- To be inspired by the spirit of the law

FORMAT >>>
This program is taught on the web by attorney-trainers. It is highly interactive, using humor, polls, and stories to ensure learning and practical application. We feature excerpts from video programs that demonstrate the complexities of these issues. Our instructors are seasoned attorneys, experienced trainers and skilled facilitators who use personal stories and appropriate humor to make this potentially dry topic fun and interesting.

LENGTH >>>
1 hour