

ENVISION STRATEGIZE ACTUALIZE



BIG DREAMS FOR YOUR COMPANY'S FUTURE? TRAIN TO GET THERE WITH ES&A.

ES&A is a next generation law firm: cloud-based, collaborative, client-forward.

We advise employers and business owners across all industries. We complement legal advice with training to help clients envision, strategize and actualize their business goals. Here are some of our top topics:



HR BASICS

- FLSA Compliance
- Job Descriptions
- Employee Handbooks
- Benefits
- Staffing
- Attendance / Timekeeping
- Recordkeeping
- Performance Evaluation
- EEO Compliance: Discrimination, Harassment, Retaliation
- Reasonable Accommodations
- Remote Working
- Substance Abuse Programs
- Leaves of Absence
- Joint Employer Status
- EEO-1 Component 1 Data Filing Requirements



- Emergency Preparedness for HR
- Internal Investigations
- Counseling, Discipline and Discharge
- Litigation Checklist
- Pandemic Response

GOVERNMENT CONTRACTS

- Govt Contractor Checklist
- Procurement 101 (Federal and State)
- Affirmative Action Plans (AAPs)
- Davis-Bacon and Service Contract Acts
- Code of Business Ethics
- Federal Grant Compliance
- Privacy and Security Concerns for Federal Contractors

BUSINESS STRUCTURES

- Setting Up Your Business
- How to Use Your Lawyer
- Non-Compete Agreements
- Strategic Planning Retreat
- Franchising 101

TRAIN YOUR WORKFORCE WELL,



ES&A IS
a Certified Woman-Owned
Small Business (WOSB)

SUPERVISOR/ MANAGEMENT TRAINING

- Basic Training Series for Supervisors
- Management Training Series for Senior to Mid-Level Managers
- Cross-Cultural Training for Managers New to Hawaii



TECHNOLOGY & CYBERSECURITY

- Cybersecurity Hygiene
- Incident Response Overview
- Social Engineering
- AI in the Workplace

THEN DREAM BIG.



HOW CAN WE HELP YOU? LET'S TALK.



Anna Elento-Sneed, President and Attorney
aes@ESandALaw.com (808) 729-9401



ES&A
A LAW CORPORATION

www.esandalaw.com