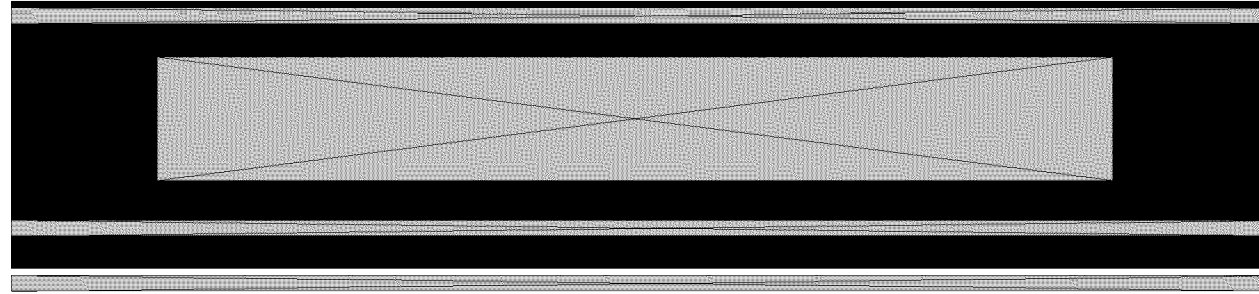


**To:** Dravis, Samantha[dravis.samantha@epa.gov]  
**From:** CommercialLawWebAdvisor  
**Sent:** Fri 9/29/2017 12:09:18 PM  
**Subject:** Announcing Our November Webinars!



Join us for these webinars! Just click on the title for more details and registration information.

*NEXT WEEK!*

Understanding Financial Statements for Lawyers

October 3, 2017 @ 1 PM (ET)

This webinar provides a helpful and detailed look at what lawyers need to know about financial statements--an understanding that will permit the lawyer to ask better questions and spot issues. Participants will also understand how the balance sheet, statement of cash flows and income statement interact.

Cyber Liability Insurance in the Digital Age: Do You Have It?

Leave Law Quandary: When to Apply the ADA, FMLA and Workers' Compensation

does light duty fit into all of this? Please join us as we provide the answers to these and many more questions to help you steer clear of the problems that this Bermuda triangle of leave laws can create.

#### **NOVEMBER WEBINARS NOW AVAILABLE!**

##### **Ethical Issues for In-House Counsel: Challenges Advising Your Organization**

**November 2, 2017 @ 1 PM (ET)**

The roles of in-house counsel in the 21st century are as varied as the organizations they serve. One thing that all in-house counsel have in common is that they serve a single client — the organization, be it for-profit or non-profit, publicly traded or privately held, which employs them. The exclusivity of this attorney-client relationship, as well as the unique intimacy and confidentiality that it fosters, gives rise to complex and difficult ethical challenges. Please join us for this webinar that examines the varied ethical concerns that arise on a routine basis for in-house counsel and how to navigate the associated risks.

##### **Vendor Management and Contract Negotiations: Defining Relationships and Setting Terms**

**November 8, 2017 @ 1 PM (ET)**

Every business has vendors that support its operations, and usually financial officers must negotiate the terms of the contracts that support these relationships, not to mention dealing with the aftermath if something goes wrong down the road. As such, the financial officer plays a key role in managing vendors throughout the relationship with the company, from contract negotiation to evaluating performance. Establishing key processes to facilitate this effort is paramount to remaining organized and aware of these relationships throughout their lifecycle, especially if a vendor fails to perform. Please join us as we address the financial officer's role in managing vendors and negotiating agreements. We offer useful tips on some common terms and conditions every agreement should include to protect your company.

##### **The War Against Fiduciaries: A Growing Trend in Trust & Estate Litigation**

**November 9, 2017 @ 1 PM (ET)**

Since the financial crisis, trust and estate litigation has increased at an alarming rate. The most common targets in these lawsuits are the fiduciaries tasked with maintaining and distributing the trust and estate assets, with many lawsuits contending that fiduciaries are unable to effectively manage the complex trust and estate matters for which they are responsible. Further, plaintiffs can cast a wide net when it comes to individual liability exposure, meaning that any or all of the involved trustees, managers, employers, and even those who may have decided to transfer fiduciary duties to a third party are at risk. This webinar explores the different parties who are charged with a fiduciary duty, the duties and obligations of these fiduciaries, and the tools fiduciaries need to prepare for and fight on this growing battlefield.

##### **Background Checks, References, and Pre-Employment Testing: New Legal Pitfalls for Employers**

**November 21, 2017 @ 1 PM (ET)**

The failure of employers to adequately check or test the background of applicants can result in harm and liability for negligent hiring and reckless endangerment. BUT the "victims" of improper background investigations also have legal challenges. Please join us as we explain an employer's need for secure and effective hiring while avoiding improper practices. We will review the key points relating to: negligent hiring, criminal background checks, reference checks, pre-employment testing, the Fair Credit Reporting Act, the ADA, Title VII discrimination, honesty, "right fit" and personality traits testing.

##### **Raising Capital, Finding Investors, Crowdfunding, and Crowdsourcing: Issues When Seeking Money to Grow the Business**

**November 29, 2017 @ 1 PM (ET)**

Often, businesses face the need to raise capital or find investors to facilitate business growth. It isn't as simple as just taking money from a willing investor, however. Adding investors to your business can raise all sorts of challenges, from its impact on the existing ownership structure of the business to complying with securities laws and reporting obligations. This webinar offers insights into the various ways to raise capital, as well as the legal issues that every counsel should understand to help the company choose the best course of action.

##### **Employee Handbook Update: Important Revisions to Ensure Legal Compliance and Avoid Liability**

**November 29, 2017 @ 1 PM (ET)**

All employers should have well-drafted employee handbooks to communicate policies and procedures that apply to the workplace. Too often, however, those handbooks are not reviewed or updated regularly despite rapid changes to the legal landscape when it comes to employment and labor issues. This webinar will help you better understand important protections that your employee handbook needs to contain to best protect you, and what recent legal issues require revisions.

**OCTOBER WEBINARS AVAILABLE!**

**Understanding the Financials in the Deal Making and Negotiations Process: Accounting, Ethics and the Lawyer**

**October 17, 2017 @ 1 PM (ET)**

Having a good understanding of your organization's financial position and a working accounting knowledge will benefit you in the negotiation process for M&A and all other contracts. Whether companies are looking to merge, acquire a new entity, enter a business relationship, or invest, the financial data is critical to assess the relative health and prospects of the parties involved. Please join us for a webinar that reviews transaction language examples and walks you through some ethical situations that have arisen over time in the deal making process.

**How to Conduct an HR Audit: Ensuring Full Compliance with Employment Laws and Regulations**

**October 24, 2017 @ 1 PM (ET)**

Your company's ability to effectively comply with federal and state employment laws and regulations depends on a number of factors including: employee training; current, clear and comprehensive employment policies and procedures; and your decision makers' understanding of (and ability to navigate within) the applicable legal and regulatory landscape. One of the best ways to ensure ongoing HR compliance is to periodically conduct an HR audit. Learn how to conduct an HR Audit that will not only leave you with a better understanding of the applicable laws and regulations, but also with a practical plan for ensuring the various federal and state legal requirements are addressed in your HR policies, forms and other documentation, and by management on a day-to-day basis.

***A CRITICAL SERIES!***

**Nuts and Bolts for the In-House Counsel: Six-Session Series on the Key Subjects Your Client Needs Your Expert Advice**

**Six Session: October 24, 2017 @ 1 PM (ET), October 31, 2017 @ 1 PM (ET), November 8, 2017 @ 1 PM (ET), November 29, 2017 @ 1 PM (ET), December 6, 2017 @ 1 PM (ET) & December 13, 2017 @ 1 PM (ET)**

This series will explore six major areas that in-house counsel should consider to have a better understanding of the wide range of needs and critical concerns of their corporate clients: 1) inventory and assessment of governing documents; 2) key employment and labor issues; 3) vendor management and contract negotiations; 4) raising capital and other funding; 5) protecting and defending intellectual property; and, 6) corporate governance and working with the board of directors. By understanding these areas, lawyers joining or currently working in legal departments of any size will be better prepared to counsel their corporate clients on these critical areas of focus.

**Governing Documents for Your Organization: Charting the Corporate Roadmap**

**October 24, 2017 @ 1 PM (ET)**

An entity's governing documents are the legal foundation for how it is organized and operates. Accuracy is key, both to comply with the law and ensure effective operations. A sound set of governing documents can help minimize disagreements between stakeholders, provide guidance to the organization, and specifically outline legal and organizational requirements that must be followed. This webinar reviews the different types of corporate governing documents and other information to help you better understand your client and help ensure it operates in a manner consistent with its legal and organizational mandates.

**Telecommuting Employee Regulatory Requirements: Step-by-Step Employer Review**

**October 25, 2017 @ 1 PM (ET)**

It's estimated that nearly two-thirds of employers offer some form of work-at-home employment arrangement for their employees. Yahoo, however, appears to be bucking the trend with its recent announcement that it will no longer encourage telecommuting for its workforce. Regardless of your employer's position, many employers fail to pay enough attention to the regulatory requirements and the related risks and potential liabilities that go along with at-home employee work arrangements. Please join us for step-by-step guidance on how to avoid the legal pitfalls associated with your telecommuting workforce.

**[See a full list of upcoming webinars.](#)**

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