

# You're Invited: Complimentary Breakfast Seminar

## ONBOARDING AND TERMINATION 101

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What are the best practices for onboarding a new employee? What kind of documentation is permitted and required in the hiring process? How do you terminate an under-performing employee? How do you avoid a wrongful termination claim? Join employment law attorneys, Jonathan Wong and Kate Friend, as they provide practical ways to stay compliant and avoid risk during the onboarding and termination process of California employees.

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### DATES

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#### SEPTEMBER 17, 2019

Walnut Creek Marriott  
2355 N. Main St., Walnut Creek

#### SEPTEMBER 19, 2019

The Waterfront Hotel  
10 Washington St., Oakland

### SCHEDULE

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*The program will be held in 2 sessions. You may sign up to join either session or both.*

#### SESSION 1 - ONBOARDING

7:30 - 8 AM | Registration  
8 - 9 AM | Session 1 Onboarding  
9 - 9:15 AM | Break

#### SESSION 2 - TERMINATION

8:45 - 9:15 AM | Registration  
    ◦ *For those only joining Session 2*  
9:15 - 10:15 AM | Session 2 Termination

### RSVP

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Please RSVP by **September 3, 2019** to [events@donahue.com](mailto:events@donahue.com)

*Advanced registration is required as seating is limited. Continuing HR education certifications are pending approval. Parking information and further events details will be sent closer to the event date.*