

HUMAN RESOURCES MANAGEMENT



A comprehensive, hands-on series of classes designed to refresh skills for people already in the HR profession, or provide an overview of HR policies and practices for those just entering the field. Each module can be taken separately, or attend the entire workshop series to receive a certificate of accomplishment at the end of day three.

Day One: Monday, May 20 • 8:30 a.m. - 4:00 p.m., 30 minute lunch

Recruiting/Retention 8:30 a.m. - 12:00 p.m.

- Legal Interviewing
- Screening Questions
- Behavioral Interviewing
- In Class Interviewing Exercise

Human Resource Development 12:30 p.m. - 4:00 p.m.

- New Hire Orientation
- Generational Differences in the Workplace
- Succession Planning
- Performance Evaluations
- Employee Engagement

Day Two: Wednesday, June 3 • 8:30 a.m. - 4:00 p.m., 30 minute lunch

Employee and Labor Management Relations 8:30 a.m. - 12:00 p.m.

- Employee Complaint Investigations
- Strategies for Working With Unions
- Harassment in the Workplace
- Employee Discipline
- Violence in the Workplace

Benefits Administration 12:30 p.m. - 4:00 p.m.

- ERISA
- Workers' Compensation
- FMLA
- Medicare Reform
- Update to Affordable Care Act
- Benefits Costing Exercise
- Update to 2016 Benefits Limitations

Day Three: Wednesday, June 17 • 8:30 a.m. - 4:00 p.m., 30 minute lunch

Compensation Plan Design 8:30 a.m. - 12:00 p.m.

- FLSA
- Salary Ranges
- Broad Bands
- Job Ranking/Slotting
- Point Factor Analysis
- Job Description Rating Exercise

Legal Update 12:30-4:00pm

Register online at www.GreaterRochesterChamber.com. For more information, email Jayni Fischer at Jayni.Fischer@GreaterRochesterChamber.com or call **(585) 256-4619**. Seminars are held at Greater Rochester Chamber of Commerce, 150 State Street, fourth floor, Rochester.