

Human Resource Management Series - 2019

Summary: 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 – Wednesday, September 11 – 8:30am-4:00pm – 30 minute lunch

- Recruiting/Retention 8:30am-12:00pm
 - Legal Interviewing
 - Screening Questions
 - Behavioral Interviewing
 - In Class Interviewing Exercise
- Human Resource Development 12:30-4:00pm
 - New Hire Orientation
 - Generational Differences in the Workplace
 - Succession Planning
 - Performance Evaluations
 - Employee Engagement

Day Two – Wednesday, September 25 – 8:30am-4:00pm – 30 minute lunch

- Employee and Labor Management Relations 8:30am-12:00pm
 - Employee Complaint Investigations
 - Strategies for Working With Unions
 - Harassment in the Workplace
 - Employee Discipline
 - Violence in the Workplace
- Benefits Administration 12:30-4:00pm
 - ERISA
 - Workers' Compensation
 - FMLA
 - Medicare Reform
 - Update to Affordable Care Act
 - Benefits Costing Exercise
 - Update to 2016 Benefits Limitations

Day Three – Wednesday, October 9 – 8:30am-4:00pm – 30 minute lunch

- Compensation Plan Design 8:30am-12:00pm
 - FLSA
 - Salary Ranges
 - Broad Bands
 - Job Ranking/Slotting
 - Point Factor Analysis
 - Job Description Rating Exercise
- Legal Update 12:30-4:00pm

Register on-line at www.GreaterRochesterChamber.com or email Michele.Hefferon@greaterrochesterchamber.com.
Seminars are held at the Greater Rochester Chamber of Commerce, 150 State Street, Rochester, NY.
For directions, go to www.GreaterRochesterChamber.com or call (585) 256-4614.