

# 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: Thursday, Nov 19 • 8:00 a.m. - 4:30 p.m. (30-minute break)**

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

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



### **Human Resource Development 12:30 p.m. - 4:30 p.m.**

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

## **Day Two: Wednesday, Dec 2 • 8:00 a.m. - 4:30 p.m. (30-minute break)**

### **Employee and Labor Management Relations 8:00 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. - 4:30 p.m.**

- ERISA
- Workers' Compensation
- FMLA
- Medicare Reform
- Update to Affordable Care Act
- Benefits Costing Exercise
- Update to 2020 Benefits Limitations

## **Day Three: Wednesday, Dec 16 • 8:00 a.m. - 4:30 p.m. (30-minute break)**

### **Compensation Plan Design 8:00 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 - 4:30pm**

**Register online at [www.GreaterRochesterChamber.com](http://www.GreaterRochesterChamber.com).**

For more information, email [Stephanie.Helfer@GreaterRochesterChamber.com](mailto:Stephanie.Helfer@GreaterRochesterChamber.com) or call (585) 256-4661.

Seminars are held online via virtual platform. A link will be provided after you register for the class.

A certificate of completion will be provided after the training.