

Human Resources Basics—What You Need to Know For non-HR Personnel working in a HR Capacity

Are you looking for answers to Human Resources Issues?

Expand your human resources knowledge at our seventh annual Human Resource Workshop – a popular and informative workshop designed for anyone involved in making human resource decisions. **Those who have questions about HR issues, those new to handling HR issues, and those handling HR as a secondary role, are especially urged to attend.** Topics covered include:

- ▶ 4 Rules of Policies & Procedures
- ▶ Employee Benefits
- ▶ Coaching, Counseling & Disciplining
- ▶ Documentation & Termination
- ▶ Common Hiring Selection Issues
- ▶ Putting Human Resources in Place
- ▶ The Fair Labor Standards Act (FLSA)
- ▶ Why HR issues affect businesses of any size.
- ▶ Developing A Policy and Procedures Manual
- ▶ What is it and when does a company need one?
- ▶ What do you include?
- ▶ Categories found in most Small Business Manuals
Employment Issues: Applicable Laws, The Recruitment Process, Wages & Salaries, Safety and Health Issues

Presented by:

Saint Vincent College Small Business Development Center

Co-Sponsored by: The Westmoreland Chamber of Commerce



Thursday, September 10, 2009

9:00 a.m.—12:00 p.m.

8:30 a.m. Registration/Continental Breakfast

Cost: \$40 per session / \$35 for 2 or more

3 CPE Other Credits Available

Seating Limited. Pre-register by Sept. 7

Human Resources Basics

9/10/09

\$40/\$35

TO REGISTER: PHONE 724-537-4572

FAX 724-537-0919

Or mail completed form to: Saint Vincent College SBDC, 300 Fraser Purchase Road, Latrobe PA 15650

Name(s) _____
 Company _____
 Address _____
 City, State, Zip _____
 Phone _____ Fax _____
 Email _____ Product/Service _____

Method of Payment: Check (Payable to: Saint Vincent College SBDC) Visa Mastercard Check for CPE Credits

Credit Card # _____ Exp. Date _____

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