

Human Resources

for Anyone with Newly Assigned HR Responsibilities

A crash course covering key issues, basic laws and best practices



Enroll Today!



ONLINE

www.careertrack.com



PHONE

1-800-556-3009



MAIL

CareerTrack
P.O. Box 738002
Dallas, TX 75373-8002



FAX

913-967-8849



EXPRESS CODE

915439

• Enroll Today
• careertrack.com

New to HR? Recently been asked to take on greater HR responsibilities?

This course will swiftly get you up to speed on all aspects of HR — from legal and compliance issues to hiring and firing, benefits administration, records maintenance and more!

In just one day of intensive training, you'll cover:

- An HR overview on FLSA, EEO, FMLA, ADA and more
- Benefits essentials covering the basics of workers' comp, FMLA and COBRA
- Record keeping 101: What to keep, how long to keep it, what to toss and who has access
- Best practices to establish employees' confidence and earn respect
- Strategies for employee coaching, counseling and discipline
- Critical, need-to-know legal info about hiring and firing
- And much, much more! See pages 4 – 5 for more details

 CAREERTRACK®

This course qualifies for CPE, HRCI and PDC credits. See details on page 6.



If you're new to HR or you've recently taken on HR commitments as part of your job, this training is an exciting "crash course" in the basics!

Build skills, confidence and know-how in just one information-packed, fast-paced day!

When it comes to Human Resources, you've got to know your stuff. Your organization and its employees are depending on you to provide accurate information, advice and answers on everything from government regulatory issues and benefits administration to the finer points of the employee handbook. You've also got to be current on all the latest HR legal issues, be available as a knowledgeable resource for employees, be able to mediate internal conflicts and disputes and be prepared to hire and fire personnel as necessary. You've got your work cut out for you, but we can help!

Human Resources for Anyone with Newly Assigned HR Responsibilities was designed to deliver the most information in the least amount of time. From legislation affecting OSHA, COBRA, FLSA, ADA, FMLA and HIPAA to the best practices in benefits, record keeping, hiring and firing, this seminar is a foundational course to train you to spot key HR issues and how to tackle them.

No filler or fluff — just targeted, in-depth training, right where you need it most!

Our staff of experts has created this course to help you get up to speed on all the "mission critical" aspects of your new HR responsibilities. This program is packed with the essential information you'll need to step into your new position with confidence. You will learn how to ensure your company is a safe and secure haven for employees, discover how to stay in compliance with all the latest legislative decisions handed down by the government and find out how to protect your organization and stay legally compliant.

Spend a day with us and get on-the-mark training that guarantees you success in your HR career!

Relax and focus in a positive, open learning environment with other professionals who understand and share your concerns and questions about HR issues. We've created a format that breaks down the most critical information for you so it's easy to comprehend and apply to your own work situations. We'll cover a broad range of material but ensure it's presented in a manner that makes it easy to absorb and digest. You'll have ample time to ask questions, discuss ideas, even network with your colleagues as you discover how to meet the challenges and responsibilities of your new position head-on!

Quick Quiz: How well do you know HR?

1. What are the HR best practices that will help keep your organization out of legal hot water?
2. As an HR professional, how should you respond to a charge of sexual harassment within your organization?
3. Can you legally ask an applicant about the reasons for leaving a previous job?
4. What are the legal guidelines for making changes to the employee manual?
5. How can you be sure to stay in compliance with HIPAA's privacy guidelines?
6. How long should you retain personnel records after employees leave your company?
7. What steps should you take during an employee's termination process to avoid a wrongful discharge lawsuit?

How did you do? If you hesitated on even one of these questions, don't wait to sign up for this training! Keeping up with the latest legal trends, changes in best practices, legislative updates and court rulings is a tough job for even the most seasoned HR veteran, let alone someone who's new to the field! Attend ***Human Resources for Anyone with Newly Assigned HR Responsibilities*** and become a more effective, productive and knowledgeable HR professional in just one day!

Course Content



Check-in: 8:30 a.m. – 9:00 a.m.

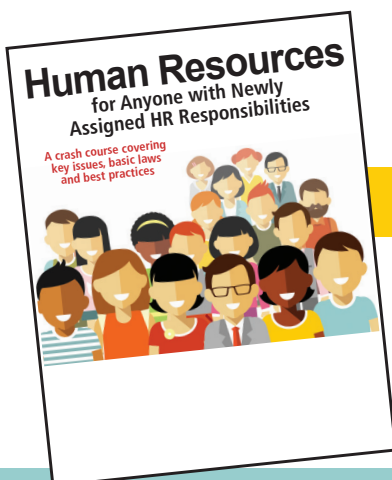
Program: 9:00 a.m. – 4:00 p.m.

Laws and Practices that Comply: How to Stay on Top of Federal Rules and Regulations

- The laws every HR professional should know regarding FLSA, EEO, OSHA, FMLA, ADA and HIPAA
- Smart practices to keep your organization out of legal trouble and minimize liability
- Are your current practices legally sound? How to troubleshoot potential legal hot spots and avoid the courtroom
- The employee manual — rules for must-have content (and guidelines on what to leave out!)
- Tips for educating employees on written — and unwritten — company policies
- The training every employee must receive to ensure safe and legal procedures within your organization

Safe Hiring and Firing Practices: Critical Legal Issues for All HR Professionals

- Legal Hiring Practices: What you may and may not ask in an interview (and why)
- Interview questions and techniques that will yield the best hires
- Before you make the offer — a checklist of steps every HR professional must take before hiring
- References, background checks and drug tests — the legally safe way to get the information you need
- The essentials for coaching, counseling and disciplining employees
- How to conduct an effective, motivating, legally sound performance review
- Guidelines for legal termination of an employee
- Legally correct documentation and how long to keep information in the employee file



A free digital resource for every participant

Your registration includes a variety of seminar resources that highlight pertinent information, freeing you to listen and learn more. These materials are offered digitally—making learning interactive and easily accessible. Reference these materials time and time again to recall key points and problem solve.



Benefits Administration: Policies and Procedures to Help You Help Your Employees

- Benefits essentials such as workers' compensation, FMLA and COBRA
- Types of benefits and how to educate employees on their eligibility
- Training methods to familiarize your employees with available benefits so they'll understand and participate
- Know the differences between exempt and non-exempt classifications and wage and hour basics
- Types of signage you must display in your business and why
- Steps to take when benefits change, for the better or the worse
- Ways to get employees to see the HR department as a positive resource

Record Keeping and Records Retention: How to Create an Efficient, Effective and Legally Compliant Program

- A list of employee records you must have access to at all times
- Records the government requires and how to prepare for an audit
- Employee files: What goes in, what stays out and who has access
- Pre-employment and employment records you must keep under the EEOC
- Confidentiality and the HR function — best practices of HR professionals
- Storage methods for keeping confidential records safe and secure

Guaranteed Results!

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident this seminar will provide you with the information, tools and resources needed to take on new HR responsibilities with confidence. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*.

Registration Information

Enroll Today! Hurry, our seats fill *fast*. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete.

Payment is due before the program.

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

Program Schedule

Check-in: 8:30 a.m. – 9:00 a.m.

Program: 9:00 a.m. – 4:00 p.m.

Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

Please Note

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.careertrack.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
- Lunch and parking expenses are not included.
- Dressing in layers is recommended due to room temperature variations.
- You will receive a Certificate of Attendance at the end of the program.

Tax-Exempt Organizations

If you are tax-exempt, enter your tax-exempt number in Section 6 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

Tax Deduction

If the purpose of attending a CareerTrack program is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

Continuing Education Unit (CEUs)

CareerTrack offers CEU credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines and approval is at the discretion of your licensing board. Questions or concerns should be directed to your professional licensing board or agency.

Continuing Professional Education (CPE)

Fred Pryor Seminars and CareerTrack, divisions of Pryor Learning are registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State Boards of Accountancy have the final authority on the acceptance of individual course for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org. Fred Pryor Seminars and CareerTrack's Sponsor ID number is 109474. This course qualifies for 6 CPE credits.

HRCI Recertification Credits (HRCI)

This program has been approved for recertification credit hours through the HR Certification Institute. For more information about certification or recertification, please visit the HR Certification Institute homepage at www.hrci.org. This course qualifies for 5.5 HRCI recertification credits.

Professional Development Credits (PDCs)

Fred Pryor Seminars and CareerTrack, divisions of Pryor Learning are recognized by SHRM to offer SHRM-CP or SHRM-SCP professional development credits (PDCs). This program is valid for 6 PDCs. For more information about certification or recertification, please visit shrmcertification.org.

Completion & Continuing Education Certificates

To obtain a certificate documenting your completion and/or CEU, CPE, HRCI or PDC credits, please visit www.careertrack.com/certificate. Certificates will be available 10 days after your event has ended.

Onsite Training Solutions

Get the Results You're Looking For!

Bring our powerful, high-impact training programs to your organization and show your employees you're serious about their professional growth and achieving critical organizational goals and objectives.

Choose From Over 150 Courses!

From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting and intriguing!

Tailor the Training to Meet Your Specific Needs!

We'll help you choose the appropriate courses for your organization and tailor each one to address your specific goals, issues and scheduling concerns.

Maximize Your Training Budget!

Onsite Training allows you to train work groups, teams and entire departments for less than the cost of traditional public seminars or other training options.

Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak.

For a free consultation, visit us online at

careertrack.com/onsite

or call us at 1-800-944-8503

©2010-2023 Pryor Learning





EXPRESS CODE
915439

- Online careertrack.com
- Call 1-800-556-2998

- Fax to 913-967-8849
- Mail your registration

1 **Yes!** Please register me for **Human Resources for Anyone with Newly Assigned HR Responsibilities**, a one-day seminar. Group discounts available; see page 6 for details.

2 **IMPORTANT!** Please fill in VIP number as it appears on the mailing label.
VIP _____ (_____)
if available

3 **ORGANIZATION INFORMATION**
Organization Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Telephone: _____ Fax: _____
Approving Mgr.'s Name: Mr. Ms. _____
Job Title: _____
Email Address: _____ Business Home

4 **QUICK CONFIRMATION**
 Please email or fax my confirmation to me within 48 hours.
My email address or fax number is: _____

5 **NAMES OF ATTENDEES** (Please list additional names on a separate sheet.)
#1 Attendee's Name
Mr. _____
Ms. _____
Job Title _____ City Event # _____
Email Address _____ Business Home

#2 Attendee's Name
Mr. _____
Ms. _____
Job Title _____ City Event # _____
Email Address _____ Business Home

6 **METHOD OF PAYMENT** (Payment is due before the program.)
Please make checks payable to CareerTrack and return form to: P.O. Box 738002, Dallas, TX 75373-8002. Our federal ID# is 92-2053228 (FEIN).
Please add applicable state and local tax to your payment for programs held in Hawaii (4.166%; Honolulu 4.712%), South Dakota (6.5%) and West Virginia (6%; plus applicable local tax).
Total amount due: \$ _____
 Check # _____ (payable to **CareerTrack**) is enclosed.
 Bill my organization. Attn: _____
 Purchase order # _____
(Attach purchase order to completed registration form.)
 Charge to: AmEx Discover MC Visa
MO. _____ YR. _____
EXPIRATION DATE _____
CARD NUMBER _____
Card Holder's Name _____
Tax-Exempt # _____
Please attach a copy of your Tax-Exempt Certificate for payment processing.

Note: If you've already registered by phone, by fax or online, please do not return this form.

Enroll Today!



ONLINE
www.careertrack.com



PHONE
1-800-556-3009



MAIL
CareerTrack
P.O. Box 738002
Dallas, TX
75373-8002



FAX
913-967-8849

Your VIP# is WINQ

Should you attend this seminar?
Take the **How well do you know HR?**
quiz on page 3 to find out.



EXPRESS CODE

915439

Human Resources

for Anyone with Newly Assigned HR Responsibilities

Human Resources

for Anyone with Newly
Assigned HR Responsibilities

A crash course covering
key issues, basic laws
and best practices



New to HR? Recently been asked to take on greater HR responsibilities?

This course will swiftly get you up to speed on all aspects of HR — from legal and compliance issues to hiring and firing, benefits administration, records maintenance and more!

In just one day of intensive training, you'll cover:

- An HR overview on FLSA, EEO, FMLA, ADA and more
- Benefits essentials covering the basics of workers' comp, FMLA and COBRA
- Record keeping 101: What to keep, how long to keep it, what to toss and who has access
- Best practices to establish employees' confidence and earn respect
- Strategies for employee coaching, counseling and discipline
- Critical, need-to-know legal info about hiring and firing
- And much, much more! See pages 4 – 5 for more details



This course qualifies for CPE, HRCI and PDC credits. See details on page 6.