

# Human Resources for Anyone with Newly Assigned HR Responsibilities, Abridged



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

*Offered as an abridged version of our full day seminar sharing the same name, this 3.5-hour seminar is perfect for those who need to glean key concepts in a shorter time span.*

Are you new to HR, or have you recently been asked to take on more HR responsibilities? This 3.5 hour seminar will touch on all aspects of HR—from legal and compliance issues to hiring and firing and more. If you're unsure of the answers to questions like: What are the best practices that will keep my organization out of legal trouble? How should I respond to a charge of sexual harassment within my organization? Can I legally ask an applicant about the reasons for leaving a previous job? Is my organization HIPAA compliant? What steps must be taken during an employee's termination process to avoid a wrongful discharge lawsuit?—then this seminar is for you.

Relax and focus in a positive, interactive and online learning environment with other like-minded HR professionals who understand and share your concerns and questions about key issues.

This format breaks down the most critical information so it's easy to comprehend and apply to your own work situations. We'll cover a broad range of material in a way that is easy to absorb and retain—all while ensuring you have time to ask questions, discuss ideas and even network with other HR colleagues so you can meet the challenges and responsibilities of your new HR position head-on.

## What You'll Learn

- An HR overview on ADA, CARES, COBRA, EEO, FLSA, FMLA, HIPAA, OSHA and more.
- Must-have language you need to know to include in all successful job descriptions.
- Interview questions to help find and hire the most qualified applicant.
- Best practices to establish employee confidence and earn respect.
- Strategies for employee coaching, counseling and discipline.
- Critical, need-to-know legal information about hiring and firing.