



LIVE SEMINAR

## Human Resources for Anyone with Newly Assigned HR Responsibilities



### THIS SEMINAR AT A GLANCE:

- Discover the secrets to attracting, hiring and keeping top talent
- Conduct professional, productive interviews to determine whether a candidate is right for the job
- Become a “benefits guru” who can provide employees with the answers they need
- Learn your state’s laws, rules and regulations as they apply to Human Resources
- Set up a records retention program that’s efficient, effective and compliant
- Stay current on the very latest changes in government rules and regulations regarding employee law
- Develop and administer employee training programs, counseling sessions and disciplinary meetings
- And much, much more!

# Human Resources for Anyone with Newly Assigned Responsibilities

S E M I N A R S U M M A R Y



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

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!

Those with Human Resources responsibilities must 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.

## Spend a day with us and get on-the-mark training that guarantees success!

This program is remarkably comprehensive, packed with all the essential information employees need to step into their new HR position with confidence.

This learning format breaks down the most critical information for your team so it's easy to comprehend and apply to your organization. Best of all, the material is presented in plain English — no "legalese" spoken here!

Our trainers for this seminar are handpicked experts who have worked extensively in Human Resources. They will facilitate a crash course covering key issues, basic laws and best practices in the Human Resources field.

## PROGRAM AGENDA

### 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
- 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

### 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
- Confidentiality and the HR function — best practices of human resources professionals
- Storage methods for keeping confidential records safe and secure

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