

# Human Resource Management Academy



8:00 am – 10:00 am at ABC's

Keystone Center for Construction Careers

Keystone Chapter

## ***Seminar Description:***

This program has been approved for 22 credit hours towards PHR, SPHR and GPHR professional re-certification. Each session approved for 1.84 credit hours

## ***Benefits of Attending:***

- Attract and select the best employees
- Protect your business from regulatory liability
- Organize and centralize human resource administration
- Avoid inappropriate use of costly legal counsel
- Improve employee commitment to quality performance and achievement of company goals

## ***Topics to be Covered:***

April 18, 2018	Human Resources Strategic, Operational, and Administrative Roles
May 16, 2018	Employment Laws, Compliance, and Minimizing Risk
June 20, 2018	Job Descriptions, H/R Recordkeeping and Reporting
July 18, 2018	Effective Recruiting & Hiring
August 15, 2018	Behavioral-based Interviewing
September 19, 2018	Employment Assessments
October 17, 2018	Coaching Employees and Performance Feedback and Appraisal
November 21, 2018	Conducting Investigations, Disciplining, and Terminating Employees
December 19, 2018	Employee Relations and Engagement
January 16, 2019	Employee Orientation, Training, and Development
February 20, 2019	Pay, Benefits, and Other Rewards
March 20, 2019	Safety, Security, Health, and Leaves of Absence Management

## ***Instructor:***

**Jim Weischedel**, Human Resources Consultant, Samaritan Business Consulting - Jim's passion is to help organizations improve and individuals grow and develop. He helps organizations in the areas of staffing, assessments, HR compliance, training, employee engagement, leadership coaching and development, performance management, and many other human resources areas. Jim has over 20 years of executive-level human resources experience within several industries. He holds an MBA from Penn State University and a Bachelors of Secondary Education from Millersville University. He is certified as a Senior Professional in Human Resources (SPHR) from Human Resources Certification Institute (HRCI), and SHRM Senior Certified Professional (SHRM-SCP) through the Society for Human Resources Management (SHRM).

*"The ability to meet and work with so many other HR Representatives and experts was by far an invaluable experience."*

- Jessica Craft, James Craft & Son, Inc.

**>>> See session descriptions on page 2**

# Human Resource Management Academy



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## 1) Human Resources Strategic, Operational, and Administrative Roles (April 18, 2018)

Get a superb foundation of what is expected by and for the HR Administrator. Review on the specialized information and skills training on the key issues, basic laws, and best practices necessary for companies to compete for the labor needed to drive their businesses successfully. Targeted in-depth training - because when it comes to HR, you can't afford to get it wrong!

## 2) Employment Laws, Compliance, and Minimizing Risk (May 16, 2018)

Get up to speed on the legal aspects of HR legal and compliance issues. Understand the laws affecting employment, their impact, and why are they important to the company: Discrimination/ harassment: Recognition and prevention strategies; Federal & State: Agencies and Enforcement; Job Classification: Exempt/Non-exempt, Wage/Hour violations, FLSA; Union/Non-Union: concepts and avoidance strategies; Employee Handbook: Key policies. Apply knowledge gained in this session through case studies of employment legal decisions.

## 3) Job Descriptions, H/R Recordkeeping and Reporting (June 20, 2018)

Discover the importance of key HR processes: Clearing the confusion and keeping in compliance! Discover why job descriptions are important and how to effectively write descriptions used in the hiring process; key records employers must create and retain; reporting requirements; setting up personnel files and HR records' retention schedule; EEO and affirmative action plans; conducting a HR compliance and effectiveness audit and understanding of the key areas HR auditors evaluate.

## 4) Effective Recruiting & Hiring (July 18, 2018)

Help your organization succeed and grow using effective recruiting strategies and sources! Create an attractive employment brand and advertisements; establish an effective hiring process, looking from within, legalities during interviewing, and resources for handling difficult hiring topics. Facing the challenge for top talent while the qualified candidate pools are shrinking!

## 5) Behavioral-based Interviewing (August 15, 2018)

Determine a candidate's potential for success! Gain tools for establishing critical competencies for positions, developing your own "STAR" interview questions that target critical competencies, interviewing for organizational cultural fit and values, hands on interviewing activities followed by coaching to refine your interviewing skills!

## 6) Employment Assessments (September 19, 2018)

Maximize the opportunity to get to know your candidates! Learn more about incorporating assessments into the hiring process, a little background and science, the variety of tests available, effectiveness and legalities, additional use beyond hiring: employee development, team building, and technical skill assessment. Review of individual participant assessment and predicting performance to make the right hire.

## 7) Coaching Employees and Performance Feedback and Appraisal (October 17, 2018)

Gain best practices on developing and delivering performance appraisals and beyond! Learn more about effectively set expectations and goals for employees; the importance of coaching in engaging to improve understanding, attitude, and performance; critical conversations in identifying individual and organizational performance and improvement; establishing appraisal instruments and processes; taking a look at traditional vs. new innovative resources. Build organizational efficiency by ensuring that individuals perform to the best of their ability and develop their potential...through coaching and appropriate reward.

## 8) Conducting Investigations, Disciplining, and Terminating Employees (November 21, 2018)

Determine appropriate action in a difficult situation. Learn more about conducting a professional internal employee conduct investigation, effective disciplinary action and termination processes, steps in a progressive disciplinary action process, typical disciplinary action steps for a variety of infractions, key issues to consider to ensure fair investigation outcomes, and maximizing legal compliance and minimizing legal risks.

## 9) Employee Relations and Engagement (December 19, 2018)

Cultivate an environment of employee engagement and reap the rewards: Team workers will be more productive, customers will be happier, and your business will be more profitable! HR has an important role in employee relations; understand the impact, elements of engagement, how to measure, and practical strategies to retain key employees and improve overall retention rates!

## 10) Employee Orientation, Training, and Development (January 16, 2019)

Invest in your most valuable resources; provide the ladders and roadmaps for success! Go beyond the nuts and bolts by providing key elements for effective employee orientation programs; learn how to identify and use competencies for positions; learnt to create a skills gap analysis and development plans; discover more about succession planning; create career ladders and learn how to effectively promote leaders from within, and discover which key competencies to evaluate! Successfully grow your own leaders!

**>>> See more session descriptions  
and registration info on page 3**

**11) Pay, Benefits, and Other Rewards**  
(February 20, 2019)

Create a total rewards package - the "win/win relationship." Discover how to set up a compensation structure; key steps in job evaluation; variable pay plans and options, developing and executing benefit strategies; the value and method of benchmarking benefit plans; elements of cafeteria benefit plans; and learn all about other creative rewards that can engage and retain the workforce!

**12) Safety, Security, Health, and Leaves of Absence Management**  
(March 20, 2019)

Utilize all resources in understanding policies, procedures, guidelines, and legalities in the management of Safety, Security, and Health. Learn more about: addressing the challenges and mechanics of managing various leaves of absences; OSHA overview; how to set up and run a safety committee; drug testing; workplace violence; health issues facing HR including managing ADA, fitness for duty exams, and exposure to serious health risks to organizations; and ways to effectively manage workers' compensation: processes, recordkeeping and reporting.

**Registration Information:**

**Register for the entire series and save!**

**Member - entire series: \$1,395**  
**Member – each additional, same firm: \$1,200**  
**Non-Member – entire series: \$1,995**

**Preferred registration date: April 11, 2018 for entire series**



**Regular Pricing:**

**\*ABC Member - Per Session: \$140**  
**Member – each additional, same firm: \$125**  
**Non-Member – Per Session: \$200**

**Preferred registration date: within seven days of the course**

**Participate in all sessions yourself or share sessions with a co-worker!**

**Firm Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Authorized By/Job Title:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Participant Name:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**○ Individual Session(s) (circle session #) 1 2 3 4 5 6 7 8 9 10 11 12**

**Participant Name:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**○ Individual Session(s) (circle session #) 1 2 3 4 5 6 7 8 9 10 11 12**

**TOTAL PARTICIPANTS:** \_\_\_\_\_ **TOTAL COST:** \_\_\_\_\_  Check enclosed  Invoice  C.O.R.E. – Invoice balance

VISA / AMEX / MC Card #: \_\_\_\_\_ Print Name: \_\_\_\_\_

3/4 digit code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Billing Address Zip Code: \_\_\_\_\_ EIN: 23-1618254

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Education expenses may be deductible by members as an ordinary and necessary business expense. Consult your accountant for more information.