

HR Basics: What You Don't Know Can Hurt You



Date: June 24, July 1, 8, 15, and 22, 2020
Time: 8:30am – 11:30am
Organizer: SHRMA and HR Answers, Inc.
Location: Phone/computer (office, desk, chair, living room)
Price: \$300 SHRM Member, \$349 Non-Member
Event Type: Seminar via Webinar (Multiple days)



Pending Approval for 15 General HRCI and SHRM credits

[CLICK HERE TO REGISTER TODAY!](#)

Employment is getting more complicated than ever before. A manager or supervisor's mistake can result in costly employee lawsuits and liability for an organization. This seminar focuses on the issues that are most likely to get an employer into trouble. Designed to give a big picture review in a short amount of time, this 5-day seminar series will help you avoid the many traps, potholes, and landmines of the employment arena.

This seminar is for: *Business Owners, HR, Managers, Supervisors and Office Staff*

Management employees are usually at the center of an employment lawsuit. The employment laws have little to do with common sense. When you "don't know what you don't know," it is difficult to avoid liability. This multiple session series will help you spot red flags and provide solutions for common employee relations challenges.

Attendees will benefit from the comprehensive overview and targeted practical solutions that they can take back to the workplace and use right away. In addition to building understanding of the fundamentals we will discuss the current hot topics for employers.

Topics will include:

COVID-19 Specific to HR – What is HR's responsibility for FFCRA compliance and keeping management educated
Hiring Practices – *Best Practices, Recruiting, Interviewing, On-Boarding, Challenges in the Current Market*
Compensation Fundamentals – *Exempt/Non-Exempt, Overtime, Pay Equity, Final Paychecks and More*
Performance Management – *Coaching, Accountability, Feedback, Corrective Action, Discharge, and Record Keeping*
Leaves and Leave Management – *Oregon Sick Leave, ADA, FFRCA and OFLA/FMLA*
Harassment, Discrimination and Retaliation – *Prevention, Investigation, and Managing Reports*
Q & A – *Bring your questions for the consultants – this will be part of every session. We'll be asking for your questions in advance of sessions too.*

One of the goals of this program is to provide attendees with strategies to recognize risk and minimize potential liability. This can be overwhelming but don't worry because we will provide you with the tools, checklists, and resources you need to cover the areas that require your attention. Real-life scenarios will be used to walk through best practices in how to best handle the situation.

This program promises to be interactive, laced with real-life stories and practical tips to take back and use right away. This will be a GREAT place for you to ask your questions.

Presenters include consulting staff members from HR Answers, Inc.:

Laurie Grenya, SPHR
Paul Hutter, SPHR
Deborah Jeffries, SHRM-CP, PHR, CPC

