



ATTENTION

ALL EMPLOYERS, MANAGERS, AND SMALL-BUSINESS OWNERS:

- **Are you one inappropriate interview question away from a costly lawsuit?**
- **Is your company unwittingly out of compliance with federal and state laws?**
- **Would you like a summary of basic guidelines to maximize your bottom line?**

If so, don't miss ***HUMAN RESOURCE ESSENTIALS!*** In this short, **12-hour** power-packed program, you will obtain a grasp of absolutely essential employee management skills that can help prevent costly litigation and substantially increase employee satisfaction.

The instructor is an experienced human resources professional who brings her passion for the subject to her students in an informative and fun manner. You will not only learn the material, but you will also enjoy the experience!

If you are—

- a small-business owner,
- an employee wearing the "HR hat,"
- or just beginning your human resources career,
this course is for you!

The handouts and resources you will receive are valuable references for the future. Additionally, as a participant, you will receive a 100-point checklist to audit your company's HR practices.

**Participants will receive
an overview of human resources management
and specialized training on—**

- recruiting and staffing,
- training and employee development,
- compensation and benefits,
- legal landmines, and
- current developments.

Don't delay! Call us to register if you or anyone else in your organization is interested in taking this course.

Customized Training
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