Human Resources
for Professionals Who've Recently Assumed HR Responsibilities

Whether you’re new to the HR field or have recently assumed HR responsibilities, this workshop gives you the information you need to meet the tough HR challenges that come your way.

In just one fast-paced day, you’ll learn …
- Basics of legal issues, including ADA, FMLA, FLSA, EEO, pregnancy law, and more
- Benefits administration essentials, from COBRA to exempt vs. nonexempt employees
- Hiring and firing guidelines – to make better hires and avoid termination lawsuits
- Best practices for managing critical record-keeping tasks
- Communication techniques for improving employee relations

Enroll online at NationalSeminarsTraining.com/NPKQ or call 1-800-258-7246.
Get Up to Speed Fast ...
Learn the most important of the most important HR skills in just one day.

Human Resources for Professionals Who've Recently Assumed HR Responsibilities is critical new training designed especially for professionals like you who are new to the demanding responsibilities of HR. Fast-paced and information-rich, this program condenses the "most important of the most important" HR basics into clear, concise, easy-to-understand training.

HR duties are demanding – and confusing.
As a professional new to HR – or someone who has recently added HR duties as part of your job – you're no doubt more than a little overwhelmed with the tough challenges you now face every day. There are ever-changing regulatory issues and employment laws to stay current on, confusing complexities of benefits administration, more record-keeping headaches than you can count ... the list goes on and on.

To add to the pressure, you're all too aware that even one mistake can get your organization fined or sued – to the tune of hundreds of thousands of dollars.

Who Will Be There
- HR assistants
- HR specialists
- Office managers
- Executive assistants
- Administrative assistants
- Small-business owners
- Managers
- Those who deal with HR functions part-time

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- Managers
- Administrative assistants
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Attend this informative one-day session and you'll gain ...
- An invaluable update on employment laws that impact HR, from ADA to EEO and affirmative action
- Benefits administration how-tos, from changes in COBRA to exclusions and penalties in the FLSA
- Interview guidelines that guarantee better hires and steps for terminating an employee safely and legally
- Proven techniques for managing record-keeping more quickly and efficiently
- Resources for staying up to the minute on changing laws and regulations

An HR expert will provide the training you need – and it’s guaranteed!
What’s more, your sessions will be led by an HR expert who’ll have answers to all those difficult questions you’ve been unsure about. You’ll learn shoulder to shoulder with other professionals new to the duties of HR – individuals who have the same demanding responsibilities you do.

You can’t afford to learn HR skills by trial and error – enroll today.
So mark your calendar and enroll today in this must-attend HR training. Don’t wait any longer to get the know-how you need to handle your HR duties effectively and with greater confidence. You’ll leave knowing you’ve got all your bases covered.

Just a Sample of How You’ll Benefit From Attending ...
- Avoid making costly mistakes by getting up to speed fast on federal regulations that impact the workplace
- Understand critical employment laws – and keep your company out of legal hot water
- Keep benefits administration flowing smoothly, from COBRA to FMLA to workers’ comp
- Make better hires with interview guidelines that help you spot questionable job applicants
- Conduct formal counseling and disciplinary meetings – legally
- Reduce your organization’s legal liability during termination sessions
- Perform record-keeping functions more efficiently and in less time
- Learn what you have to have on file for your employees
- Communicate benefits information so that employees understand it
- Learn what your employee personnel records can include and how to restrict access and meet legislative guidelines

Test Your HR IQ
Check your knowledge of workplace-related laws and regulations that affect your critical HR responsibilities.

1. True or False: You cannot check a job candidate’s credit history.
   - Quiz Answers: F, T, F, F, F

2. True or False: An employee is diagnosed as covered under the ADA whether or not he or she has symptoms.

3. True or False: New hires required to complete I-9 paperwork have one week after their start date to do so.

4. True or False: Companies with fewer than five employees are not subject to workers’ compensation regulations.

5. True or False: On your company’s employment application, it is legal to ask if a prospective employee has ever been arrested.

6. True or False: Workers’ comp/OSHA logs of records and injuries must be kept five years.

If you can’t answer these questions with 100% confidence – you need this training!
In HR, even small mistakes and knowledge gaps can get your organization in legal trouble, cost enormous amounts of money, and even tarnish your company’s reputation. This course is guaranteed to get you up to speed fast on the must-know basics concerning legal issues, benefits administration, employee relations, and record-keeping aspects that affect your HR responsibilities. Enroll today!
Live Training – Get Away From the Distractions for Solutions You Can Count On

✓ Get a guided tour of changes in key employment laws. You’ll gain insight and advice on how to ensure your policies and procedures are up to date and in compliance from a leading expert in the field.

✓ Get away from the office for a day and you’ll return relaxed and recharged. Plus, you’ll have a plan in hand and proven strategies for communicating and enforcing company policies.

✓ Meet and exchange ideas with other HR leaders. There’s no denying that networking is key in today’s business world. Don’t pass up a great opportunity for you to meet like-minded HR professionals in your area.

✓ Prepare for an innovative learning experience like no other. This is not some dull lecture spoken in legalese – instead, we’ll capture your interest with real-world HR dilemmas and exciting court cases. Plus, you’ll participate in proven-effective, interactive exercises that are designed to take your HR skills to the next level ASAP.

✓ Ask questions, share ideas, and get immediate feedback from an HR expert. We guarantee you’ll return to work with new confidence and skills you’ll be able to use to update your policies and help safeguard your employees and your company.

Your Workshop Agenda

Registration begins at 8:30 a.m.  Program Hours: 9 a.m. to 4 p.m.

What You Must Know About Critical Laws That Impact HR

- Overview of federal regulations that might impact your workplace, including ADA, FMLA, FLSA, workers’ comp, EEO, Title VII and more
- Get up to speed on your state’s employment laws
- Recent changes in workplace-related laws, and those to watch for
- Specific measures to take when investigating a harassment or discrimination claim
- Common mistakes made involving workplace laws and regulations – and how to avoid them
- Resources no one with HR responsibilities should ever be without

Understanding the Legal Aspects of Hiring and Firing

- How to create documentation that will stand up in court
- Learn how word-of-mouth recruiting can put your company in legal jeopardy
- Key legal considerations for background checks and screening
- Interview questions that will help you spot potential employee problems – and questions you can’t ask
- Steps for conducting formal counseling and disciplinary meetings
- Best practices for reducing your organization’s legal liabilities when terminating employees

Techniques for Streamlining HR Record-Keeping Procedures

- How-tos for communicating benefit information so that employees truly understand it
- Best practices for avoiding complications with COBRA, FMLA, and HIPAA
- Tricky ins and outs of exempt vs. nonexempt and employee vs. contractor
- A look at penalties under the FLSA
- Understand the relationship between workers’ comp, FMLA, and ADA, and make certain you are meeting all requirements

Keeping Benefits Administration & Employee Relations Running Smoothly

- Proven techniques for managing your critical record-keeping responsibilities
- Guidelines on how long you must keep which documents on file
- How to build safeguards into your documentation processes so nothing falls through the cracks
- Basic issues surrounding confidentiality of employee records
- How to organize your records to restrict access and meet legislative guidelines
- Are your employee personnel records filled with dangerous information that could put you and/or your company at legal risk?

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The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute’s criteria to be pre-approved for recertification credit.

Special Group Discount: When 3 enroll from your organization, a 4th attends FREE! Enroll online at NationalSeminarsTraining.com/NPKQ or call 1-800-258-7246.
The NST Way – 30 Years of HR Training and Development

When results matter, you want a training partner that you can rely on. For 30 years, NST has provided new ideas ... answers to tough challenges ... and legal updates to HR professionals across the United States. A recognized leader in HR training and development, NST has been chosen by over 300,000 HR professionals in the past 15 years.

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Bring This Training to Your Organization

If you have multiple employees who could benefit from this training, consider bringing it on site to your organization. On-site training is one of the most effective ways to facilitate employee development and success. You get …

- Tailored Curriculum: We’ll match the training to your organization’s goals.
- Flexibility: We’ll deliver the training when and where you want.
- Consistent Learning: Deliver the same message at the same time, creating synergy and on-the-job application.
- Expert Instructors: Choose from more than 150 instructors to facilitate your training. Watch video samples to see who fits best with your team.
- Maximum ROI: Get all your employees the development they need in a minimal amount of time for one flat fee.

Call 1-800-344-4613 or email onsite@natsem.com for more information.

Enrollment Fee:

Group Discount: When 3 enroll from your organization, a 4th attends FREE. Group discounts apply to seminar registrations only, and cannot be used for STAR12.

To Enroll …

Register online at NationalSeminarsTraining.com
Call toll-free 1-800-258-7246

Registration Information

Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

Group Discount: When 3 enroll from your organization, a 4th may attend for FREE.

Check-in begins at 8:30 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

Cancellation. If you cannot attend, you may send a substitute or receive full credit toward a future enrollment.

For cancellations made 5 or more business days before the event, you may request a refund less a $10 enrollment fee.

For enrollments made in conjunction with a STAR12 purchase, the STAR12 cancellation rules apply – visit the Information Center at NationalSeminarsTraining.com.

CEUs: Continuing education credit may be recognized by your professional board. Contact your own board to find out what’s required. Call our CEU/COPE specialist at 1-800-258-7246, ext. 3003, if you have any questions.

Tax Deduction: The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.

Workshop Schedule
Human Resources

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