

HR 101: Crash Course



Designed specifically for small-to-medium sized companies. Attendees are generally business owners, supervisors, managers, professionals who handle HR as one of their varied responsibilities, and entry-level HR employees.

This Crash Course in HR covers the following areas:

- The Hiring Process: from social media, advertising, reviewing resumes, interviews, new hire forms through orientation
- Managing Within the Law - the Red Flags to watch out for, the policies you MUST have
- The importance of the HR Audit
- Cut the emotion out! It's not personal it's business. Coaching, Counseling, Documenting, Disciplining, Delegating and Developing employees
- Safety 101/Avoiding Workers' Compensation injuries/getting people back to work - The Top 5 Areas HR Needs to Know
- Effective Communication & Positive Motivation - keys to retaining your most important assets
- Top 5 Wage & Hour Infractions Most Common in Organizations (Exempt vs. Non—Exempt, Employee vs. Contractor, Employee vs. Temp, Intern vs. Employee)
- Performance Reviews/Planning and Evaluations - ensure your documentation works for you and not against you
- Social Media Awareness- Is more complicated and more demanding than we ever expected. Not only do businesses need to maintain some kind of "online" presence, but they also have to ensure that employees and clients aren't bashing them publicly. There are numerous tricks for managing your business' social media advertising, compliance, and employees, which will save you time, money, and frustration.

Presenting this program will be Heather McCloskey

Heather is a highly-experienced HR Executive and Consultant who brings to clients more than 20 years of experience. Heather provides best practice advice and human resource services to organizations in a wide range of industries. To find out more about Heather McCloskey, check out our website:

<http://www.mccloskeypartners.com/mcp-leadership-team.html>

Training Format

Training to be provided at Client location or On Demand Webinar.

Contact McCloskey Partners, LLC today to discuss your Training needs at 215-716-3035 or services@mccloskeypartners.com