

HR Fundamentals™

Lead your organization in maximizing its most valuable resources — its people.

Our series of four modules, combined into two day-long seminars, provides you with an overview of the basic HR principles and practices which are the building blocks for optimizing your organization's workforce.

**HRCI Credits:
3.5 per module
14 credits for all four**

Presented by:



Your Partners for Outsourced HR Services

Introducing HR Fundamentals™ — a fresh concept in HR support for small business

Every successful organization is built upon the talents, energy and skills of its people. In an increasingly complex business environment, **people** provide your organization with its unique value and set it apart from competitors. It's a fact that 80% of U.S. business expense is related to people — hiring, employing and retaining talent. Good news! There are proven strategies to maximize your **ROI - P**: Return on Investment in your People.

What is HR Fundamentals ? A series of four half-day sessions, providing clear overviews of the basics you need to optimize and successfully manage your Human Resources. Each session builds on information provided in prior sessions, yet is content-rich enough to stand alone. Attend one, or multiple sessions.

Who should attend? Anyone who needs to understand the comprehensive role of HR, and wants to maximize their ROI - P.

- CEOs, CFOs, COOs, executives
- Small Business Owners
- Management Teams
- Executive Assistants who have been asked to step into an HR role
- HR Professionals who want to revisit and update their knowledge of the fundamentals

What topics are covered? Each session covers three fundamental HR topics, and includes a lunchtime roundtable with the speakers and an employment law attorney to answer questions and provide additional insights. **See reverse for topic details!**

When are sessions held? Sessions are held quarterly, on 2 consecutive 3rd Tuesdays, two sessions per day—see our website for actual dates. All seminars are repeated quarterly, so if you miss a class you can catch it the next offering. Feel free to enroll at any time!

Where are sessions held?

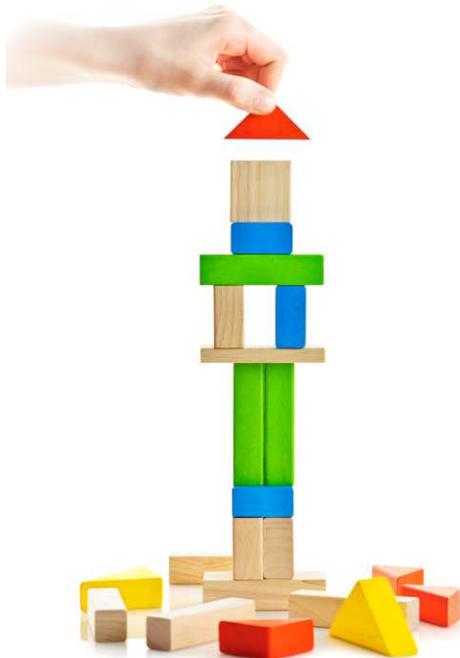
Rookwood Towers
3805 Edwards Road
7th Floor Conference Room
Cincinnati, Ohio 45209

What is the cost? Course fees are \$149 per session. Sign up for all four sessions at a discounted rate of \$499. Your fees include lunch and extensive resource materials.

How do I sign up? For more information, or to register, visit our HR Partners International website at www.HRPIInc.com, click "Seminars" and then "HR Fundamentals" or email: HRFundamentals@HRPIInc.com.

The right people in the right positions, properly rewarded, motivated, and engaged, can accomplish great things.

Register now to begin building your organization on a solid foundation of HR Fundamentals™.



1

HR Fundamentals 1: Compliance and Hiring

- **Legislative Compliance**
 - What goes in those personnel files and how long do you keep it?
 - Why you need a handbook
 - Which employment laws must you follow?
- **How to Hire**
 - How to know what you need
 - How to determine if the candidate fits your need
- **Helpful Hiring Tools**
 - Automated Applicant Tracking
 - Use of Assessments for Selection

2

HR Fundamentals 2: Job Descriptions, Compensation, and Benefits

- **Effective Job Descriptions**
 - Job analysis made easy
 - Uses of job descriptions to impact bottom line results
- **Compensation Basics**
 - Setting your compensation philosophy
 - How to know what you should be paying
- **Benefits Basics**

3

HR Fundamentals 3: Onboarding, Performance Management and Social Media

- **Onboarding Strategies for Best Success**
- **Performance Empowerment**
 - Strategies for empowering/engaging people
 - Coaching vs. traditional "Performance Management"
 - Individual development plans
- **Social Media - Just the Fundamentals**

4

HR Fundamentals 4: Strategic Visioning, Workforce Planning, and Current Issues in HR

- **Strategic Planning**
 - Vision, Mission, Strategic Imperatives
 - Goal Alignment
- **Workforce/Succession Planning**
 - Environmental Scan
 - Competition
 - Strategic Plan
- **Current Issues / Alerts in HR**

To register: Visit www.HRPIInc.com and click "Seminars" then "HR Fundamentals" or Email: HRFundamentals@HRPIInc.com

