

HUMAN RESOURCE TRAINING WORKSHOP – COURSE OVERVIEW

1/17/2017 – Module 1: Why Create an Employee Handbook?

Tuesday – January 17, 2017

- Purpose
- Advantages and disadvantages
- At-will employment
- Mandatory policies
 - Anti-discrimination
 - Smoke free and drug free workplace
 - Etc.

1/24/2017 – Module 2: Stop Expressing Yourself!

Tuesday – January 24, 2017

- EEO
- Non-harassment
- Privacy

1/31/2017 – Module 3: Basic Policies – No Controversy Please

Tuesday – January 31, 2017

- Conduct standards
- Dress code / safety
- Payday
- Company property
- Personnel Files
- Hours and attendance
- Etc.

2/7/2017 – Module 4: The Not So Simple – Part 1

Tuesday – February 7, 2017

- Exempt or not exempt – If it's not a question, it should be!
- Leaves – What do all the letters mean?
 - PTO
 - FMLA
 - ADA
 - USERRA
- Performance Reviews

2/14/2017 – Module 5: The Not So Simple – Part 2

Tuesday – February 14, 2017

- Disciplinary Policies
- Workplace Investigations

2/21/2017 – Module 6: Miscellaneous

Tuesday – February 21, 2017

- Open questions
- Finalize Handbook