



New To HR Training Class

This course will get you up to speed on all aspects of HR very quickly. No filler – just in-depth training.

Taught by HR Executives & HR Law Professionals

New To HR Workshop

NTHR 101, NTHR 202

Check-in 9:00 am

Training begins at 9:30 am and concludes at 4:30 pm

Register Now by

336-739-3106 or visit

JacobDarrAssociates.com

Join us for an intensive one day workshop and learn the basics of HR.

You've got an enormous task ahead of you, but we are going to help immensely! This information-packed workshop is designed to deliver complete information in the shortest amount of time. From legislation affecting FLSA, OSHA, COBRA, ADA, FMLA, and HIPAA to the best practices in record keeping, benefits, hiring, firing, and discrimination, this workshop is a foundational course to train you to spot key HR issues, and how to tackle them.

Limited class size for Maximum Learning. We limit each class size to a small group, and because of this, our classes fill up fast. Please book as far in advance as possible.

Registration: \$599.00

To Register call *336-739-3106* or visit *JacobDarrAssociates.com*

We offer onsite New To HR Training to your group, team, or an entire department. Call us today for details.

Course Agenda:

Included: NTHR 101, NTHR 201

NTHR 101

- The training that every employee must receive in your organization.
- The laws HR Professionals must know regarding FLSA, OSHA, EEO, ADA, HIPAA, and FMLA.
- Practices to keep your organization out of trouble and minimize risk.
- Evaluating if your current HR practices are legal.
- Troubleshoot legal topics.
- The employee handbook, what to include, and what to leave out.
- Educating employees on company policies.
- Coaching, counseling, and employee discipline.
- Employee File.
- Legally correct employee documentation.
- Legally correct hiring practices.
- What you can and cannot say during an interview.
- Making an Employment Offer.
- References, background, and drug test – what you can and cannot do.
- Employee coaching.
- How to conduct a performance review.
- Terminations.
- Legal Documentation.

NTHR 201

- Essential benefits, such as workers' compensation, FMLA, and COBRA.
- Different benefits and how to educate employees.
- Exempt v/s non-exempt employee, wage, and hour basics.
- Legal signage requirements.
- How to manage employee benefits changes.
- Positive ways to engage employees.
- Listing of employee records that you must have at all times.
- Governmental required records.
- Regulatory audits.
- Employee files: what goes inside, what stays out, and who can access.
- Confidentiality.