



EASC Workshop Registration Form

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HUMAN RESOURCES MANAGEMENT INSTITUTE

Dates: May 2, 3, 4, 9, 10, & 11, 2017

Fee: EASC members - \$1,170.00 per person • Non-members - \$1,410.00 per person

Target Audience: *Entry level HR professionals, HR assistants who are ready for additional training, other managers who have HR responsibilities and/or need training.*

CLASS OVERVIEW: This class is a comprehensive overview of all the functions of the Human Resources department in today's organization. This "how-to" course offers guidance to participants in becoming a true value-adding member of the HR function. Included: records and record keeping; communication, including confidentiality and trust; employment process; and organizational requirements for effective HR administration. The six-day course of study is a "how to" program designed to give the participants the information needed to administer and support an effective HR process. The course emphasizes the practical aspects of human resource management, compliance with applicable employment laws and regulations, administration of HR policies, and the administration of an effective employee relations climate. Each participant will leave with a comprehensive desktop reference manual.

Institute Curriculum:

- **Session 1** – Human Resources Management Overview: Philosophy, HR Policies and Practices, and Employee Handbook
- **Session 2** – Management Development: Principles of Leadership; National Labor Relations Act – a Practical Approach to the NLRA
- **Session 3** – SC and Federal Employment Laws: EEO, FMLA, ADA, OFCCP, FLSA, COBRA and SC State Statues, etc.
- **Session 4** – Communications: Employee Meetings, Interviewing Skills, Counseling, Complaint Procedure, etc.
- **Session 5** – Performance Management: Job Descriptions, Job Evaluations, Job Pricing, Wage & Salary Administration, Performance Evaluations
- **Session 6** – Safety and Health: OSHA, Workers' Compensation, Safety Policy and Practice, Safety Committees, Recordkeeping

After completing, fax to: 803.783.3216

COMPANY: _____

MAILING ADDRESS: _____ CITY, STATE, ZIP: _____

PHONE: _____ E-mail: _____

NAME _____ NAME _____

PAYMENT INFORMATION OUR FEDERAL ID: 57-0845061

CK. ENCLOSED: \$ _____ BILL COMPANY: _____ PO # _____ CHARGE: VISA _____ MC _____

CARD# _____ - _____ - _____ - _____ Ex.Date: ____ / ____

V CODE _____ Print Name: _____

This course is available as an in-house program conducted on your site. An in-house program gives you the ability to customize and combine any of our courses to fit your needs. The end result is training that is strictly tailored to meet your requirements.