

WEBINARS

DRUG AND ALCOHOL ABUSE MANAGEMENT—ISSUES FOR HR PROFESSIONALS

With one in ten employees expected to abuse drugs or alcohol, HR managers need to be prepared to address substance abuse issues. Going above and beyond our seminar Drug and Alcohol Awareness Training for Managers and Supervisors, this program focuses on abuse, management of the risks, and designing and implementing an effective policy.

Date	Day	Time	Members	Non-members
11/30/07	Friday	8:30 – 10:30 a.m.	\$95	\$125

FMLA—WHAT MANAGERS AND SUPERVISORS NEED TO KNOW

This two-hour program provides supervisors and managers with an overview of FMLA issues they need to understand. The critical nature of the supervisor's role in the company's administration of FMLA is demonstrated. Real-life situations are used to facilitate understanding.

Date	Day	Time	Members	Non-members
8/29/07	Wednesday	8:30 – 10:30 a.m.	\$95	\$125

HOW TO START A CONTINUOUS IMPROVEMENT EFFORT

You want to make things better at work, find a common ground for people to talk about improvements, find ways to cut costs, but you don't know where to start. This webinar is geared for busy professionals who want some practical knowledge that they can put to work right away. Learn about the eight deadly wastes in business processes, and how to evaluate your own work processes for this waste. The webinar will focus on the use of continual improvement tools for service businesses or support functions within manufacturing businesses.

Date	Day	Time	Members	Non-members
9/7/07	Friday	10:00 – 11:00 a.m.	\$75	\$105

HR METRICS - KEY MEASUREMENTS YOU CAN'T LIVE WITHOUT

This one-hour overview session will provide you with the essential metrics of measuring, and demonstrating, the effectiveness of your HR department. These are easy to implement metrics that no HR department should be without.

Date	Day	Time	Members	Non-members
10/12/07	Friday	10:30 – 11:30 a.m.	\$75	\$105

I-9 FORM COMPLIANCE: DOCUMENTING EMPLOYMENT ELIGIBILITY

Under the Immigration Reform and Control Act (IRCA), all organizations are responsible for verifying an employee's eligibility to work in the U.S. by using a Form I-9. This focused briefing discusses the current status of the federal regulations, reviews the essence of the employer's obligations as enforcers of IRCA, and offers tips on avoiding prohibited discrimination practices. It is much more complex than simply filling out a form. Many employers don't get it right, resulting in potentially costly violations.

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10/5/07	Friday	8:30 – 10:30 a.m.	\$95	\$125

PROCESS ANALYSIS: AN INTRODUCTION FOR THE NON-MATHEMATICIAN

Statistical analysis of your process, commonly called statistical process control (SPC), can help you understand when the process is in control and when it is starting to go out of control. In this webinar, learn how to see the power in attribute control charts, and explore the possibility of using them in your own business. Statistics is so much simpler now with powerful, easy-to-use, and inexpensive computer programs. So tap into the potential of control charts with this webinar! You do not have to be a mathematician to succeed in SPC.

Date	Day	Time	Members	Non-members
10/19/07	Friday	10:00 – 11:00 a.m.	\$75	\$105

LET US KNOW!

If you don't see a topic you are interested in as a Webinar, let us know. We'll be happy to try to incorporate it in our line-up!

All Human Resources related Webinar topics are pre-approved for HRCI re-certification credits.

RECRUITING ASSESSMENT TOOLS

Organizations serious about improving the quality of their hiring process - and the quality of candidates hired - may want to consider incorporating the use of assessments into the process. What are assessments? What types of assessment products are available? Which are appropriate for your organization? How do they work? These questions and more are addressed in this informative webinar.

Date	Day	Time	Members	Non-members
10/26/07	Friday	8:30 – 10:30 a.m.	\$95	\$125

REFERENCE CHECKING - TRUTH OR CONSEQUENCES

Don't play games when it comes to evaluating your applicants' qualifications. What you see is not always what you get! This seminar presents a proactive approach to obtaining information on the work history and qualifications of potential employees. Certain reference-checking laws that protect employers who provide truthful, job-related information are also discussed. Attendees learn what every employer needs to know in the hiring of its employees and the dissemination of information on former employees.

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11/14/07	Wednesday	8:30 – 10:30 a.m.	\$95	\$125

RETENTION TACTICS: WHY SHOULD I WORK FOR YOU?

Why do employees leave? How do I deal with Generation X and Y? How can I get employees to stay? These, and other related questions are answered for you in this powerful and timely workshop regarding the workforce of today and beyond.

Date	Day	Time	Members	Non-members
9/25/07	Tuesday	8:30 – 10:30 a.m.	\$95	\$125

SAFETY 101: AN INTRODUCTION TO OSHA COMPLIANCE ISSUES

This seminar is designed to provide supervisors, managers, or safety committee members with basic OSHA compliance information and provide guidance on how to effectively coach safety performance in an organization. It goes beyond the "how" and gets into the "why" of effective safety management.

Date	Day	Time	Members	Non-members
11/2/07	Friday	8:30 – 10:30 a.m.	\$95	\$125

SAFETY: HOT TOPICS FROM OSHA/DOT/EPA

With regulations constantly being updated and added, you need to remain on the cutting edge of emerging information from OSHA, the DOT, and the EPA. Join our safety expert for quarterly what-you-need-to-know webinars. From your own office, you or your entire safety team can link to a discussion of the latest developments and how they could impact you. This is cut-to-the-chase, factual and applicable information you can't afford to miss.

Date	Day	Time	Members	Non-members
8/17/07	Friday	9:00 – 10:00 a.m.	\$50	\$75
11/16/07	Friday	9:00 – 10:00 a.m.	\$50	\$75

STRENGTHEN YOUR NONVERBAL COMMUNICATION SKILLS

Explore the impact of nonverbal communication on your interactions with colleagues, clients, and customers. Learn how to avoid misunderstanding by using your voice and body language to enhance your words.

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8/9/07	Thursday	10:00 – 11:00 a.m.	\$75	\$105

WAGE AND HOUR ISSUES: ANSWERS TO THE MOST FREQUENTLY ASKED QUESTIONS

Employers need to know the answers to these frequently asked wage & hour issues including breaks, paid lunches, pre- and post-work, what "suffered or permitted" to work means, and penalties for noncompliance.

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11/8/07	Thursday	10:30 – 11:30 a.m.	\$75	\$105