

Building Blocks for Non-Profits

Human Resources Basics

Wednesday, December 9, 2009

8:30 a.m. – 11:30 a.m., Pre-registration at 8:15 a.m.

Program Overview

With the increase in employment legislation, now is the time (more than ever) to ensure your employment practices are in place. This exciting, interactive session will include a brief overview on many human resources basics that are necessary to protect yourself from compliance concerns and legal actions. Topics will include: compliance requirements and laws surrounding hiring, compensation, benefits, and employee relations. You will walk away with an understanding of some HR alphabet soup such as ADA, ADEA, FMLA, and FLSA, and cover proper documentation and discharge as well as employee handbooks. Join us for a great session on all of the “HR Basics”!

The Presenters

Patti Dunham & Cathleen Snyder – HR Consultants with Strategic HR, Inc.

Strategic HR, Inc. is a national consulting firm based in Cincinnati assisting organizations in the service, manufacturing, and non-profit industries with strategic human resources management and organizational development projects and initiatives.

PATTI DUNHAM, MA, MBA, SPHR

Patti has over 16 years’ experience as a practitioner. Her expertise lies in the functional aspects of HR activities and she has extensive experience in the management of the HR function in various industries. Patti is a member of SHRM, holds an SPHR certification and serves as an instructor in Xavier Consulting Senior HR Management Certificate Program. Patti is also a repeat presenter for BLR (Business and Legal Resources) on human resources related topics.

CATHLEEN SNYDER, BA

Cathleen has nine years’ experience in HR consulting, providing support for companies with 10-550 employees in industries such as customer service and retail. She has advised clients on complaint investigations, recruiting and selection, employee performance management, creating policy and procedures, and government compliance.

Please return this form by December 2 with your organization's check for \$25 (\$35 for non-members) made payable to ReSource. **Please note we have a 24 hour cancellation policy in order to receive a refund.** Mail application and check to:

December 2009 Seminar Registration
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Building Blocks for Non-Profits training programs are held at The Health Foundation of Greater Cincinnati located in the Rookwood Tower, 5th floor 3805 Edwards Road Cincinnati, OH 45209

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