QUINEBAUG VALLEY COMMUNITY COLLEGE

Quality Training for Business Professionals

HUMAN RESOURCES BOOT CAMP

This two-day workshop examines essential human resources responsibilities.

It serves as both a strong introduction for those new to HR and a solid review of key issues and best practices for current HR professionals.

TOPICS:

- State and federal laws that frame the employee-employer relationship
- Employment issues and how to address them
- Writing employee handbooks
- Effective interviewing techniques
- Legal information about hiring and firing
- Keeping records and documenting employee behavior
- Sexual harassment, hostile work environment, and workplace bullying
- Conducting performance appraisals
- Working with a company's training and development efforts

Dates: Tues./Wed.
June 26 & 27, 2018

Time: 9 am - 4 pm

Cost: $625

Instructor: Grace Blunt, Esq.

Grace has more than 35 years' experience in human resources and employment law issues. In addition to heading up human resources departments in manufacturing, banking, and academia, she also served as president of a company that specialized in human resource and employee benefit consulting for small business start-ups, non-profits, and manufacturers.

Grace holds a B.A. from Northeastern University and a J.D. from Western New England School of Law.

www.QVCC.edu/workforce/b-i

Registration Information: Call 860.932.4005

- Cancellation of courses due to low enrollment will result in a full refund.
- All courses will be held at the main campus, 742 Upper Maple Street, Danielson.

On-site training in these topics or others is available. Call for a consultation.