



## HR Basics: Juggling HR and Your “Real Job?”

### Join Us To Prioritize Your Duties and Determine How To Make the Most of Your HR Role!

Wednesday, May 18, 2016

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**9:00am – 10:15am**

#### **A Review Of The Basics**

Lara Keathley

*A look at the requirements. We'll take a look at employment laws, regulations, and best practices for informing employees, protecting confidential information, and equipping managers with enough HR knowledge to keep you OUT of the courtroom.*

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**10:30am – 11:30am**

#### **Personnel Principles**

Lara Keathley

*A look at your responsibilities in payroll, benefits, sick leave, hiring, and firing, complaints and investigation and ways to increase efficiencies while tackling it all!*

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**11:30am – 12:30pm**

#### **Strategy & HR**

Lara Keathley

*Let's look at the best way(s) to leverage our programs and practices in human capital management, corporate culture, creating value propositions, showing our competitive advantage, and total compensation packages.*

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**1:00pm – 2:00pm**

#### **Lunch**

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**2:00pm - 3:00pm**

#### **Let's Get Personal!**

Lara Keathley

*Today's HR professional must possess a diverse set of skills, have you adapted to the changing HR landscape? Let's take a look at your strengths, weaknesses, and how to ensure you stay on top of the skills you need to remain a viable and successful HR leader.*

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**3:15pm – 4:30pm**

#### **Employees As Stakeholders**

Lara Keathley

Understand the unique relationship you have with your employees, and how they can be agents of progress and growth for your Credit Union. Give them the tools to be your brand champions and increase their buy-in.

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