



This program has been approved for 3.0 re-certification hours toward PHR and SPHR re-certification through the Human Resource Certification Institute (HRCI). For more information about certification or re-certification please visit the HRCI homepage at www.hrci.org

Learn the practical aspects of **Creating and maintaining... Employee Handbooks**

Prerequisites: None

Schedule: Half-day Session

Employee handbooks can serve as a great communication tool that helps create consistent and fair policies and practices for an organization. However, handbooks can also turn into liabilities if not properly crafted and implemented. Come learn the practical aspects of creating and maintaining an effective employee handbook. This course is designed for managers, business owners or human resources professionals who are responsible for developing and maintaining an employee handbook for their organization.

Course Topics

- Advice on what policies and language to include to reduce your employment liability
- Tips on how to make policy decisions that will be fair and effective
- Recommendations on best practices compared to other local organizations
- Appropriate language to avoid claims of the handbook as a contract
- Strategies for how to distribute and update the handbook for new and current employees