



Overview of Human Resource Management October 21-28, 2020

There are five pre-recorded sessions.
October 28, 2020, the class will be a live session from 9 am – 11:15 am. Attendance of the live session is required to receive credit.

TOPIC/PRESENTER – Pre-recorded

Compensation, Major Laws and Regulations

Compensation, new employee pays, and other laws and regulations centered around human resources. A labor market survey will also be discussed.

Presenter(s): Todd Surline, Hiring Solutions LLC
60 minutes

Employee Evaluations/Discipline/Complaints

Understand the process of employee discipline and workplace safety. Discussion of documentation and Internal investigations. Learn how to set goals, objectives, and how to measure them.

Presenter(s): Dione Peña, Hiring Solutions LLC
45 minutes

Issues Facing Schools – A Superintendent's Perspective

Learn current issues and trends in schools as it relates to human resources. Freedom of Information Act (FOIA), Family Educational Rights and Privacy Act (FERPA), Public Employment Relations Act (PERA), and succession planning will also be reviewed.

Presenter(s): Mark Dobias, Hiring Solutions LLC
45 minutes

Onboarding and Retention

Review of the personnel file from creating to understanding what should be included or excluded from the file. Also, a discussion on what is accessible to the public and to the employee will take place. Learn ways to onboard employees and how to retain them.

Presenter(s): Kiera Hamada, Hiring Solutions LLC
15 minutes

Talent Acquisition

Learn how to attract and retain employees. Understand branding, employee value proposition (EVP), advertising on social media, interviews, assessments, as well as other details that are part of the employment offer.

Presenter(s): Dione Peña, Hiring Solutions LLC
60 minutes

October 28, 2020 – Live on Zoom – 9:00 am – 11:15 am

Registrants **MUST** attend to receive credit for the class. This live session will include dialogue and wrap-up of class session topics. This will also be a time for registrants to ask questions concerning human resource management and issues that you may be addressing in your school district.