

# TRAINING JUST FOR YOU SCHEDULE

## HR Compliance Bootcamp

An Introduction to Federal Employment Laws	Feb 4	2pm-4pm
Fair, Equitable, and Legal Hiring Practices	Mar 4	2pm-4pm
Getting Started with I-9 Employment Verification	Apr 1	2pm-4pm
Handling Employee Complaints and Investigations with Ease	May 6	2pm-4pm
An Introduction to OSHA and Workplace Incidents	Jun 3	2pm-4pm
Reasonable Suspicion: The Impact of Marijuana, Drugs, and Alcohol at Work	Jul 8	2pm-3:30pm
FLSA Employee Classification	Aug 5	2pm-4pm
The Americans with Disabilities Act: An Overview	Sep 9	2pm-4pm
Recognizing Risks: Corrective Action and Documentation	Oct 7	2pm-3:30pm
Bonus Class: State Employer Laws: Massachusetts Edition	Nov 18	2pm-3:30pm

## Supervisor Essentials - Core Skills and Strategies

I'm a New Supervisor, Now What?	Feb 27	10am-12pm
An Introduction to Communication	Mar 27	10am-12pm
An Introduction to Time Management	Apr 17	10am-12pm
Writing and Delivering Performance Reviews	May 29	10am-12pm
Managing Workplace Conflict	Jun 26	10am-12pm
Soup to Nuts: The Complete Interview Cycle	Jul 31	10am-12pm
HR and Legal for Supervisors	Aug 28	10am-12pm
Harassment and Discrimination - Prevention for Supervisors	Sep 25	10am-12pm
Recognizing Risks: Corrective Action and Documentation	Oct 30	10am-11:30am

## HR Skills Academy

Personnel Records: An Overview	Mar 6	2pm-4pm
Employee Handbook Overview	Apr 3	2pm-4pm
Job Analysis, Descriptions, and Evaluation Made Simple	May 8	2pm-4pm
Getting Creative to Attract and Retain Talent	Jun 5	2pm-4pm
Getting Started with Behavioral Based Interviewing	Jul 10	2pm-4pm
Designing and Implementing Performance Appraisal Systems	Aug 7	2pm-4pm
From Discipline to Termination: When Coaching Isn't Working	Sep 4	2pm-4pm
Succession Planning - Designing the Future	Oct 2	2pm-4pm

### Supervisor Essentials - Core Skills and Strategies

I'm a New Supervisor, Now What?	Apr 8	10am-12pm
An Introduction to Communication	Apr 15	10am-12pm
An Introduction to Time Management	Apr 29	10am-12pm
Writing and Delivering Performance Reviews	May 6	10am-12pm
Managing Workplace Conflict	May 13	10am-12pm
Soup to Nuts: The Complete Interview Cycle	May 20	10am-12pm
HR and Legal for Supervisors	May 27	10am-12pm
Harassment and Discrimination - Prevention for Supervisors	Jun 3	10am-12pm
Recognizing Risks: Corrective Action and Documentation	Jun 10	10am-11:30am

### Harassment and Discrimination - An Employee's Guide

Harassment and Discrimination - An Employee's Guide	May 1	9am-10:30am
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### Reasonable Suspicion

Reasonable Suspicion: The Impact of Marijuana, Drugs, and Alcohol at Work	May 14	10am-11:30am
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### Project Management Basics *(Formerly called Individual Excellence)*

An Introduction to Project Management	May 21	2pm-4pm
An Introduction to Time Management	May 28	2pm-4pm
Goal Setting and Managing Priorities	Jun 4	2pm-4pm
The Essentials of Productivity and Efficiency	Jun 11	2pm-4pm
2 30-minute Individual Mentoring Calls		

### Supervisor Essentials - Team Leadership

An Introduction to Team Leadership	Jun 24	10am-12pm
The Intersection of Teamwork and Team Building	Jul 8	10am-12pm
Developing Your Team	Jul 15	10am-12pm
Goal Setting and Managing Priorities	Jul 22	10am-12pm
Learn the Skills of Effective Coaching and Mentoring	Jul 29	10am-12pm
Leading Through Change	Aug 5	10am-12pm

### Supervisor Essentials - Core Skills and Strategies

I'm a New Supervisor, Now What?	Sep 10	1pm-3pm
An Introduction to Communication	Sep 17	1pm-3pm
An Introduction to Time Management	Sep 24	1pm-3pm
Writing and Delivering Performance Reviews	Oct 1	1pm-3pm
Managing Workplace Conflict	Oct 8	1pm-3pm
Soup to Nuts: The Complete Interview Cycle	Oct 15	1pm-3pm
HR and Legal for Supervisors	Oct 22	1pm-3pm
Harassment and Discrimination - Prevention for Supervisors	Oct 29	1pm-3pm
Recognizing Risks: Corrective Action and Documentation	Nov 5	1pm-2:30pm

## HR Skills Academy

Personnel Records: An Overview	Sep 16	10am-12pm
Employee Handbook Overview	Sep 23	10am-12pm
Job Analysis, Descriptions, and Evaluation Made Simple	Sep 30	10am-12pm
Getting Creative to Attract and Retain Talent	Oct 7	10am-12pm
Getting Started with Behavioral Based Interviewing	Oct 14	10am-12pm
Designing and Implementing Performance Appraisal Systems	Oct 21	10am-12pm
From Discipline to Termination: When Coaching Isn't Working	Oct 28	10am-12pm
Succession Planning - Designing the Future	Nov 4	10am-12pm

## Supervisor Essentials - Team Leadership

An Introduction to Team Leadership	Oct 15	1pm-3pm
The Intersection of Teamwork and Team Building	Oct 22	1pm-3pm
Developing Your Team	Oct 29	1pm-3pm
Goal Setting and Managing Priorities	Nov 5	1pm-3pm
Learn the Skills of Effective Coaching and Mentoring	Nov 12	1pm-3pm
Leading Through Change	Nov 19	1pm-3pm

## Compliance Year End Review

Compliance Year End Review 	Dec 3	10am-11am
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These classes are **HOT-TOPIC SESSIONS** and are not eligible for grants

Look for these **Icons** next to the sessions you are interested in.



MASSACHUSETTS  
EMPLOYEE ONLY



MOST  
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NEW SERIES  
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## CODES & PRICING

For instant access to a list of all series and session IDs and pricing, [fill out this short form](#).

Should you have any issues contact  
[HRInfo@AIMHRSolutions.com](mailto:HRInfo@AIMHRSolutions.com).

