

PUBLIC TRAINING SCHEDULE

HR Compliance Bootcamp: MA Edition

Wednesdays

MA Wage and Hour Laws	Feb 4	10am-12pm
MA Youth Employment Laws	Apr 1	10am-11am
MA Paid Family Medical Leave	Jun 3	10am-12pm
MA Leaves of Absence	Aug 5	10am-11:30am
MA Background Checks and CORI Compliance	Oct 7	10am-11am
MA Workers Compensation	Dec 2	10am-11:30am

HR Compliance Bootcamp

Thursdays

An Introduction to Federal Employment Laws	Feb 5	10am-12pm
Fair, Equitable, and Legal Hiring Practices	Mar 5	10am-12pm
Getting Started with I-9 Employment Verification	Apr 2	10am-12pm
Handling Employee Complaints and Investigations with Ease	May 7	10am-12pm
An Introduction to OSHA and Workplace Incidents	Jun 4	10am-12pm
Reasonable Suspicion: The Impact of Marijuana, Drugs, and Alcohol at Work	Aug 6	10am-11:30am
FLSA Employee Classification	Sep 3	10am-12pm
The Americans with Disabilities Act: An Overview	Oct 1	10am-12pm
Recognizing Risks: Corrective Action, Documentation & Termination	Nov 5	10am-11:30am
Compliance Year End Review	Dec 3	10am-11am

Supervisor Essentials: Core Skills and Strategies

Tuesdays

I'm a New Supervisor, Now What?	Feb 24	10am-12pm
Communicate with Impact	Mar 3	10am-12pm
An Introduction to Time Management	Mar 10	10am-12pm
Writing and Delivering Performance Appraisals	Mar 17	10am-12pm
Managing Workplace Conflict	Mar 24	10am-12pm
Soup to Nuts: The Complete Interview Cycle	Mar 31	10am-12pm
HR and Legal for Supervisors	Apr 7	10am-12pm
Harassment and Discrimination - Prevention for Supervisors	Apr 14	10am-12pm
Drugs and Alcohol in the Workplace	Apr 28	10am-11:30am
Recognizing Risks: Corrective Action, Documentation & Termination	May 5	10am-12pm

HR Skills Academy: Hiring the Best

Tuesdays

Job Analysis, Descriptions, and Evaluation Made Simple	Mar 10	1pm-3pm
Getting Creative to Attract and Retain Talent	Mar 17	1pm-3pm
Getting Started with Behavioral Based Interviewing	Mar 24	1pm-3pm
Hiring for Diversity and Inclusion	Mar 31	1pm-3pm
Succession Planning - Designing the Future	Apr 7	1pm-3pm

Supervisor Essentials: Core Skills and Strategies

Thursdays

I'm a New Supervisor, Now What?	Apr 30	1pm-3pm
Communicate with Impact	May 7	1pm-3pm
An Introduction to Time Management	May 14	1pm-3pm
Writing and Delivering Performance Appraisals	May 21	1pm-3pm
Managing Workplace Conflict	May 28	1pm-3pm
Soup to Nuts: The Complete Interview Cycle	Jun 4	1pm-3pm
HR and Legal for Supervisors	Jun 11	1pm-3pm
Harassment and Discrimination - Prevention for Supervisors	Jun 18	1pm-3pm
Drugs and Alcohol in the Workplace	Jun 25	1pm-2:30pm
Recognizing Risks: Corrective Action, Documentation & Termination	Jul 9	1pm-3pm

Project Management Basics

Tuesdays

An Introduction to Project Management	May 12	1pm-3pm
An Introduction to Time Management	May 19	1pm-3pm
Goal Setting and Managing Priorities	Jun 2	1pm-3pm
The Essentials of Productivity and Efficiency	Jun 9	1pm-3pm

HR Skills Academy: Documenting the Employee Lifecycle

Thursdays

Personnel Records: An Overview	May 21	10am-12pm
Employee Handbook Overview	May 28	10am-12pm
From Discipline to Termination: When Coaching Isn't Working	Jun 4	10am-12pm
Designing and Implementing Performance Appraisal Systems	Jun 11	10am-12pm

Supervisor Essentials: Team Leadership

Tuesdays

An Introduction to Team Leadership	Jun 9	10am-12pm
The Intersection of Teamwork and Team Building	Jun 16	10am-12pm
Developing Your Team	Jun 23	10am-12pm
Goal Setting and Managing Priorities	Jun 30	10am-12pm
Coaching and Mentoring Skills for the Workplace	Jul 7	10am-12pm
Leading Through Change - Change Management Part 1	Jul 14	10am-12pm

Supervisor Essentials: Core Skills and Strategies

Wednesdays

I'm a New Supervisor, Now What?	Aug 19	10am-12pm
Communicate with Impact	Aug 26	10am-12pm
An Introduction to Time Management	Sep 2	10am-12pm
Writing and Delivering Performance Appraisals	Sep 16	10am-12pm
Managing Workplace Conflict	Sep 23	10am-12pm
Soup to Nuts: The Complete Interview Cycle	Sep 30	10am-12pm
HR and Legal for Supervisors	Oct 7	10am-12pm
Harassment and Discrimination - Prevention for Supervisors	Oct 14	10am-12pm
Drugs and Alcohol in the Workplace	Oct 21	10am-11:30am
Recognizing Risks: Corrective Action, Documentation, & Termination	Oct 28	10am-12pm

Project Management Basics

Thursdays

An Introduction to Project Management	Sep 17	10am-12pm
An Introduction to Time Management	Sep 24	10am-12pm
Goal Setting and Managing Priorities	Oct 1	10am-12pm
The Essentials of Productivity and Efficiency	Oct 8	10am-12pm

Supervisor Essentials: Team Leadership

Wednesdays

An Introduction to Team Leadership	Oct 21	1pm-3pm
The Intersection of Teamwork and Team Building	Oct 28	1pm-3pm
Developing Your Team	Nov 4	1pm-3pm
Goal Setting and Managing Priorities	Nov 18	1pm-3pm
Coaching and Mentoring Skills for the Workplace	Dec 2	1pm-3pm
Leading Through Change - Change Management Part 1	Dec 9	1pm-3pm

HR Skills Academy: Hiring the Best

Thursdays

Job Analysis, Descriptions, and Evaluation Made Simple	Oct 8	1pm-3pm
Getting Creative to Attract and Retain Talent	Oct 15	1pm-3pm
Getting Started with Behavioral Based Interviewing	Oct 22	1pm-3pm
Hiring for Diversity and Inclusion	Oct 29	1pm-3pm
Succession Planning: Designing the Future	Nov 5	1pm-3pm

HR Skills Academy: Documenting the Employee Lifecycle

Tuesdays

Personnel Records: An Overview	Nov 10	10am-12pm
Employee Handbook Overview	Nov 17	10am-12pm
From Discipline to Termination: When Coaching Isn't Working	Dec 1	10am-12pm
Designing and Implementing Performance Appraisal Systems	Dec 8	10am-12pm

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.