Tiptoeing through employee issues? Do you wish you had a better understanding of the simple steps that reduce risk and improve morale & commitment?

You need Human Resources 101—The proven, practical, plain English, applied employment law and effective HR practice seminar that quickly provides the tools you need in a format you can relate to.

We’ve organized this course to give you what you’ve been looking for—clear, concise information that gives you the practical do's and don'ts of smart employee management. In a few enjoyable hours, you’ll not only know the steps that help keep an employer out of trouble, you’ll understand why best practice makes sense.

Register for the next class and gain a solid understanding of best practices and why they make sense.

Our critically acclaimed HR 101 seminar gives you a fundamental understanding of applied employment law, HR best practice, and strategies that help keep employers of trouble.
Here are just a few companies that have sent employees to this seminar

Human Resources 101
Audience Feedback

Actual attendee quotes

Great info!!! It cuts through the legal diction and gives managers an understanding in language we can understand.

C. Barragan, Processing Supervisor

The time out of the office to attend this class was definitely time well spent. My company will see a significant return on investment. Thank you.

S. Lever, Operations Analyst

The past two days were time well spent. Instructor has a unique gift of making the classroom fun while maintaining a professional environment.

J. Hill, Paralegal

Great info, informative, makes you think!

E. Davis, HR Coordinator

Very good overall, total survey course. Great for professionals who want a well rounded view of HR practices and procedures. Good tactical info for seasoned HR generalists too.

H. Kubeczka, Sr. HR Analyst

The presenter was a clear, effective ‘teacher’ – I use that word rather than the more removed-sounding ‘instructor’. His examples were current and relevant and he made what could have otherwise been a tedious session both personal and provocative. He answered our questions and cleared up any misconceptions with intelligence and respect — and he knows his stuff.

J. Davis, HR Manager

“Cliffnotes” for HR!

A. Bateman, HR Director

Great materials! This was a much more in-depth discussion than expected.

M. McLendon
Corporate HR Coordinator

Very well structured, quality content. Jim is a good presenter - engaging, calm, relaxed and funny.

T. Wyman, HR Coordinator

“I really enjoyed this seminar! I feel more empowered to help both my staff and the organization.”

L. James
Guest Services Coordinator
Human Resources 101
The content

DAY ONE (9AM to 4:30PM)
The Layperson’s Short Course on Applied Employment Law

- The Legal Arena and the Evolution of Employment Law
- Employment-at-Will and Its Exceptions
- Discrimination — What It Is, What It Is Not
- The Do’s and Don’ts of Interviews, Ads, Applications, and Offers
- The Alphabet Soup of HR — From Title VII to FMLA
- Expressed and Implied Contracts and Their Impact on Employment-at-Will
- Case Law, Civil Law, and Burden of Proof
- Performance Improvement, Disciplinary Action, and Risk Management
- Sexual Harassment
- Defamation and False Light; Avoiding the Tarnished Reputation
- Termination: The Art of Parting Gracefully
- Record Keeping 101 — A Strategy to Provide Notice
- Exempt and Non-Exempt Designations and Their Impact
- The How and Why of Effective Investigations
- Strategies for Avoiding Invasion of Privacy

DAY TWO (9AM to 4:30PM)
Understanding the Process of Effective HR Practice

- The Business Process and Business Cycles — How They Impact a Company’s HR Needs
- The Evolution of the HR Profession
- An Overview of Core HR functions
- Relationship Development — Strategies for Providing “Valued” Value
- Recruiting and Retention — How Companies Move a Prospective Employee Toward Marriage Based on Two Dates and No Courtship
- Compensation and Benefits Issues and Answers — An Overview of Common Programs and How They Integrate with Retention and Performance Management Strategies
- Training and Development — An Overview of Adult Learning Theory and The When’s and Why’s of Training
- Record Keeping — An Outline of What to Keep and Commonly Accepted Record Retention Strategy
- Risk Management — Policy, Safety, Workplace Accidents and Fairness; Significant Pieces of a Much Larger Pie
Who should attend

HR practitioners who want a thorough grounding in employment practice fundamentals  
New managers and supervisors  
anyone with new HR responsibility  
experienced managers and supervisors concerned about hiring, firing, discipline, review or downsizing issues  
HR practitioners and non-HR managers who are trying to understand each other

Human Resources 101

Your instructor

Jim Vance, SPHR, PE (inactive). Jim is a former Human Resource Director and Training Director who came from an engineering and operations background. He is a former top presenter for a national seminar company and has addressed business audiences in 38 states. He has worked for Fortune 100 companies as well as small business. Jim has supervised office staff, as well as production crews, and has managed line operations. He is coauthor of the books Magnetic Leadership and Human Resource Strategies that Work. Jim regularly presents seminars on a variety of HR topics including Interview Boot Camp, Understanding the HR Change Management Role, Enhancing Your EQ, Understanding HR Metrics, and Relationship Management for the HR Business Partner. He is president of Advanced Business Resources, He is president of Advanced Business Resources, a Houston, TX company that was founded in 1999 to provide high quality human resource seminars. He draws on his experience to bring life, humor and practical realism to this important subject.

About ABR Seminars

Let’s face it, many seminars on HR topics provide too much information or too little - they either provide so much poorly organized information that it becomes hard to know what to do on a day-to-day operating basis, or they give so little detail that higher level decision makers don’t get the mid-level framework they need to make more informed decisions. ABR’s seminars have earned their stripes because they cover the uncommon middle ground - they give enough well-organized plain language information so that people needing practical do’s/don’ts and how to’s walk away with a readily digestible framework for making smarter day-to-day decisions, and they give a deep enough overview so that higher level decision makers walk away with a framework for making more informed higher level decisions.

Because ABR seminars are taught at this middle level, both types of decision makers can attend the same class and not get bored, and both types of decision makers walk away knowing what to do, and why doing it makes sense. While we only offer a limited number of seminars, the seminars we do offer save you time, help you reduce risk, and foster better management and employee decisions.

Bring This Seminar to Your Place of Business

We offer seminars in formats that enable businesses to cost effectively train small or large numbers of employees. We done the up front work of taking important information from diverse sources, and organizing, condensing, and contextualizing it so that it becomes useful. Attendees benefit from well-thought-out course materials, and adult learning instruction that enables students to quickly take in new material, relate it to their jobs and apply it in real world scenarios.

For more information, email your area of interest and your contact information to on-site@abr-training.com, or access the ABR website at www.abr-training.com