



# Employers “Go To” Guide - Part 2

In Part 2 of this series you will continue to learn and network with other employers.

Topics covered include: coaching employees, interviewing, leading your employees, and FMLA compliance.

These seminars are designed to provide information and solutions for human resources issues.

These classes meet twice a month on Tuesdays from 8 a.m. - 12 p.m.

- Jan. 2 - Coaching vs. Corrective Action
- Jan. 9 - A Guide for Interviewing
- Feb. 6 - Leading your Employees
- Feb. 13 - FMLA Compliance



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**RICHMOND**  
COMMUNITY COLLEGE

## Employers "Go To" Guide - Part 2

Twice a month  
on Tuesdays  
8 a.m.- 12 p.m.

### Employers "Go To" Guide - Part 2!

- **Jan. 2 - Coaching vs. Corrective Action**  
Disciplinary vs. corrective actions, knowing when to coach
- **Jan. 9 - A Guide for Interviewing**  
Learn what types of questions to ask and interview biases
- **Feb. 6 - Leading your Employees and Hearing their Concerns**  
Manger vs. leader, legal mistakes, and effective resolution strategies
- **Feb. 13 - FMLA Compliance 101**  
Employer Responsibilites, tracking FMLA, relationship to ADA and Workers' Compensation

#### **LOCATION:**

**Cole Auditorium, Hamlet**

**COST: \$70.00**

### **Sign Up Today!**

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