



Spring Seminar Series 2010

Seminar Agenda

JumpStart to Supervision – March 3, 2010 (Richmond, VA)

- Understanding Basic Employment Practices to Include Employment Regulations, Interviewing Tips and Managerial Courage
- Effective Use of the Employee Handbook
- Dealing with Worker’s Compensation and Unemployment Complaints
- How to Properly Conduct a New Hire Orientation and Transition Period
- Establishing Expectations with Employees
- The Basics of Coaching
- Introduction to Discipline

Effective Leader/Manager – March 17-18, 2010 (Bristol, VA & Richmond, VA)

- Using Your Management Style Effectively
- Effective Leadership Skills
- Practicing Performance Management
- Setting Goals and Motivating Employees
- Positive Approach to Discipline
- Supervision Basics - EEO, ADA, FMLA, EFCA, Wage-Hour, Safety Compliance

Human Resources – The Basic Course – April 7-8, 2010 (Bristol, VA & Richmond, VA)

- Pre-employment Recruiting, Screening, and Hiring
- The Importance of Employee Handbooks and Clear Discipline Policies
- Determining Pay Rates and Developing Compensation Systems
- Effective Performance Appraisal Systems
- EEOC and Wage-Hour Regulations and Practices
- ADA, FMLA, COBRA, Workers’ Comp Compliance

Tuition

1 day	\$250/person	2 or more	\$225/person
2 days	\$350/person	2 or more	\$300/person

Retainer clients receive a 15% discount when one (1) person attends a seminar.



Earn 6.5 HRCI Credits and .8 CEU Credits for *JumpStart to Supervision*
 Earn 12 HRCI Credits and 1.6 CEU Credits for *Effective Leader/Manager* seminar
 Earn 12 HRCI Credits and 1.6 CEU Credits for *Human Resources – The Basic Course*

Bristol, Virginia Location:

Courtyard by Marriott
 3169 Linden Drive
 Bristol, VA 24201

Richmond, Virginia Location:

(SESCO has partnered with one of our valued clients, Brown Distributing, to host our Richmond Seminar Series)

Brown Distributing
 7986 Villa Park Drive
 Richmond, Virginia 23059



Registration Agreement

Participant's Name: _____

Title: _____

Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Billing Address: _____
(If different from above)

Seminar Title: _____

Seminar Date: _____

Please reserve: Double Room for Night(s) of _____ @ \$109.00/night (Courtyard
Marriott – Bristol)
\$54.00/night (Sleep Inn -
Richmond)

King Room for Night(s) of _____ @ \$109.00/night (Courtyard
Marriott – Bristol)
\$54.00/night (Sleep Inn -
Richmond)

Cancellation Policy: Requests for cancellations will be honored if they are received five (5) days prior to the beginning of the seminar. The person(s) may be registered for the next seminar or other names may be substituted; otherwise, the company will be billed for the full amount of the seminar.

Schedule:

8:30 a.m. - 4:30 p.m.

(Continental breakfast, breaks, and lunch provided)

Dress:

The dress for the workshop is casual and comfortable.

Complete and return to:

Lori Metcalf, Seminar Registrar
SESCO Management Consultants
P.O. Box 1848
Bristol, TN 37621

Telephone: (423) 764-4127

Fax: (423) 764-5869