

# Essential HR Training Seminar

Session I: June 16<sup>th</sup> and June 18<sup>th</sup> · 9:00am - 12:30pm

Session II: July 15<sup>th</sup> and July 16<sup>th</sup> · 9:00am - 12:30pm

Session III: July 22<sup>nd</sup> and July 23<sup>rd</sup> · 9:00am - 12:30pm



Complete HR Solutions (A division of Complete Payroll Solutions) is offering virtual HR training classes. They are offered at three different times. The classes are half-day and cover the essential topics of HR. Participants will leave with substantial knowledge of the basic functions of HR including employment law, compensation, benefits, recruiting, motivation, training, and development, employee safety, and trends in HR. Graduates of the training will receive a certificate and documentation they can begin implementing in their workplaces immediately. SHRM Credits will be available.

## Schedule & Topics:

9am – 12:30 PM



**Introduction**



**Employment Law**



**Compensation and Benefits**



**Recruiting**



**Safety**



**Total Rewards**



**Training & Development**



**Motivation**



**HR Trends**

**For the class starting June 16th, register by June 12th**

**For the class starting July 15th, register by July 10th**

**For the class starting July 22nd, register by July 17th**

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Current CPS clients can reserve their space for \$199, \$239 for non-clients. To register, contact Karyn Rhodes at [krhodes@completepayrollsolutions.com](mailto:krhodes@completepayrollsolutions.com) or 401.332.9325.