



Leadership and Workforce Development Training

elevate

Workforce

HR Forms & Documents You Should Love

When: July 20, 2017; 1:30 p.m. to 3:30 p.m.

Where: 418 East Fourth Street, Loveland

Cost: \$35 **Register:** **HR Forms and Documents**

Instructor: Nikki Larchar & Tina Todd, simplyHR

Top 3 flawed statements managers make about HR forms and documents:

1. "They're useless."
2. "They take too much time. I'll get to them later."
3. "I'll just find a template online, it should be safe to use."

The #1 reason managers should love having HR documents handy: They keep you out of trouble, minimize your risk, and can save you huge amounts of money!

During this session, participants examine their own policies and procedures to see if they are protected from legal liability. They'll also explore a variety of risk-mitigating HR strategies.

Participants in this workshop will learn:

- Which documents are their most important reference tools.
- The forms and documents that every employer needs to know and implement in their workplace.
- A streamlined way to establish and maintain good recordkeeping.

For more information about this and other workshops, please call (970) 498-6665 or email business@larimer.org.