



**SoFo Solution
Focused HR**

Solution Focused HR

*Tara McCafferty, SPHR and SoFo
Solution Focused HR present*

Basic HR for People with HR as One of Your "Other Duties"

 4th Wednesdays May - October 2023

 The Community Center @ PMG

REGISTRATION:

\$99/session

\$549/entire series

\$79/session

Lewisburg Chamber of Commerce
members

\$449/entire series

Lewisburg Chamber of
Commerce members

To reserve your spot or for more
information contact:

tara.mccafferty@sofohr.com

937-476-1568

THE WORKSHOP LINEUP

MAY 24, 2023

Know the Laws: Legal Compliance

9am - 12pm

JUNE 28, 2023

What to Say, What to Keep: Recordkeeping, Employee Handbooks/Policies, and Personnel Files

9am - 12pm

JULY 26, 2023

Where are the Workers? Recruitment, Selection, Retention and Hiring Practices

9am - 12pm

AUGUST 23, 2023

If You Only Do One Thing Right: Payroll/Compensation Practices and Benefits Essentials

9am - 12pm

SEPTEMBER 27, 2023

Why Are They Doing That? Employee Relations, Coaching, Counseling, Discipline and Firing Practices

9am - 12pm

OCTOBER 25, 2023

Planning for Success: Training and Development, Performance Management and Succession Planning

9am - 12pm

**BONUS
SESSION!**
November 29, 2023
9am - 12pm
Managing Workers
Compensation and
Unemployment
Claims