

## Join SD Manufacturing & Technology Solutions and The Weston Group

### HR Boot Camp Management Essentials Series

The HR Management Basic Training (*HR Boot Camp*) Quarterly series will provide you with everything you need to know to prevent liability in the workplace. The HR Boot Camp covers some "upper-level" personnel management concepts. You'll learn how to avoid the most common HR mistakes, improve employee retention and manage performance.

#### Who Should Attend?

Office Managers, Operations & Finance, Small to Midsized Business Owners, and those managers/employees who have HR-related responsibilities without or minimal HR experience.

### HR Boot Camp HR Management Essentials Series

#### Session # 1

##### Basic Principles of HR Management & Hiring Process

- Understand the role of HR & Competencies needed for HR professionals.
- Understand conflict and learn how you can quickly assess and diffuse issues.
- Learn how to effectively interview and select employees for your company.

#### Session # 2

##### Employment Law: Essential Federal & State Regulatory

##### Compliance Issues for Employers

- Basics of ADA/FMLA/Workers' Compensation and how they intertwine.
- Learn the appropriate components for employee policies, procedures and what you need in an Employee Handbook.
- Understanding the Affordable Care Act and what you need to do next.

#### Session # 3

##### Compensation & Benefits:

##### The Effects on Morale and Productivity

- Fair Labor Standards Act: Understand Wage & Hour, Exempt and Non-Exempt classifications, Independent Contractors, Overtime and Salary Administration
- Learning what you can afford, which benefits are employees most interested in and how to negotiate with your carriers

#### Session # 4

##### Coaching, Employee Development & Performance Management

*Learn the best practices for on-boarding and orientation. Understand performance planning and evaluations. Recognize bullying, intimidation and harassment and how to discipline and terminate while avoiding litigation.*

#### Registration Fee: \$99 / per session

*"Complimentary Risk Assessment & Action Plan"*  
by The Weston Group

when you register for all FOUR sessions.

To Register: [jackie.runge@usd.edu](mailto:jackie.runge@usd.edu)

to learn more visit [www.sdmanufacturing.com](http://www.sdmanufacturing.com)

### HR Boot Camp Sessions Include:

- Training by experienced HR professionals & employment attorneys
- PowerPoint presentations and handouts.
- Certificates of Attendance to receive 3.5 hours of Continuing Education Credits for each session
- Examples of forms, tools & other resources.

City	Location	Date	Time
Watertown	Lake Area Technical Institute 1201 Arrow Ave Watertown SD	January 7 April 1 July 1 October 7	8:00a – Noon <i>for all session dates</i>
Rapid City	Hampton Inn 1720 Rapp St Rapid City SD	January 14 April 8 July 8 October 14	8:00a – Noon <i>for all session dates</i>
Huron	Crossroads Hotel 100 4th St SW Huron SD	March 18 May 20 July 15 November 18	1:00p – 5:00p <i>for all session dates</i>
Mitchell	MTI 1800 East Spruce St Mitchell SD	February 18 April 15 August 19 October 21	1:00p – 5:00p <i>for all session dates</i>
Brookings	Swiftel Center 824 32nd Ave Brookings SD	February 25 May 27 August 26 November 11	8:00a – Noon <i>for all session dates</i>
Dakota Dunes	Dakota Dunes Country Club 960 Dakota Dunes Blvd	March 25 June 24 September 23 December 9	7:30a – 11:30a <i>for all session dates</i>
Yankton	RTEC 1200 W 21st Yankton SD	March 25 June 24 September 23 December 9	1:00p – 5:00p <i>for all session dates</i>
Sioux Falls	Southeast Tech 2320 N Career Ave Sioux Falls SD	February 4 May 6 August 5 November 4	8:00a – Noon <i>for all session dates</i>
Aberdeen	Smart Center 416 Production St Aberdeen	March 4 June 3 September 2 December 2	1:00p – 5:00p <i>for all session dates</i>