



HR BOOT CAMP

February 9, 16 & 23, 2016 1:00 – 5:00 pm

Staybridge Suites Executive Training Room - Maumee, Ohio

Presented by SHAZAAM COMMUNICATION

Helping companies, leaders and individuals achieve breakthrough performance

HR BOOT CAMP

Get your HR training off to a winning start in HR Boot Camp. Companies need a strong Human Resource foundation to be successful. Start building your HR foundation with this in-depth certification program. A 3- ½ day program will provide a fundamental level of knowledge applicable to the field of Human Resources.

Participants will have the unique opportunity to apply the knowledge they have learned during the time between boot camp sessions. Each session will include time for discussion and questions regarding application of information from the previous class. You will leave with handouts, forms, ideas and training that you can begin to apply immediately in your workplace.

Participants will receive a notebook full of HR forms, performance review samples, information how to save money on benefit costs and unemployment costs. Value of resources provided worth over \$1,000.

WHO SHOULD ATTEND

HR Boot Camp is designed for professional seeking a comprehensive overview of human resources. Those who would most greatly benefit are new HR professionals, HR specialist and non-HR professionals responsible for HR in their companies.

- * Professionals seeking in-depth overview of HR
- * One person HR department with many responsibilities
- * Small business owners seeking more insight into HR
- * Entry level HR practitioners to expand their knowledge
- * Anyone accountable for HR functions in their company

EVERYTHING YOU NEED TO KNOW ABOUT HUMAN RESOURCES



RECRUITING & ON BOARDING



POLICIES & PROCEDURES



PERFORMANCE MANAGEMENT



BENEFIT ADMINISTRATION



LEGAL COMPLIANCE



**EMPLOYEE COMMUNICATION
& EMPLOYEE ENGAGEMENT**



**100% of attendees
rated this as a top presentation**

PARTICIPANT COMMENTS

"Very interesting training, the time flew by, great handouts and valuable information"

"Great training, unbelievable wealth of information, excellent presenter"

"I really enjoyed this program. Jill is very knowledgeable and informative"

"Great Handouts, I will definitely use. The training was invaluable"

YOUR BOOTCAMP INSTRUCTOR

JILLIAN KOPANIS



- National Speaker & Trainer
- 20+ years in Corporate Training
- Certified DISC trainer
- Masters in Organizational Leadership
- SPHR certified
- SHRM National Conference Speaker

A national speaker and trainer who **WOW's** her audiences!! She is not a podium holding speaker who babbles the latest leadership and motivational jargon. Jillian mixes inspiration, actionable learning and fun; energizing participants. As a professional speaker, certified trainer, presenter at SHRM national conference and human resources executive, Jillian brings it all to the table to provide quality learning.

With over 20 years as a corporate trainer, she is one of the few area professionals who is a national trainer, speaker, DISC Certified trainer and nationally credentialed along with a Masters in Organizational Leadership. She has been nominated for the Excellence in HR Management Award and finalist for the Benny Awards, nationally recognizing outstanding HR professionals. She has been selected to present a Mega Session at the 2016 SHRM National Conference in Washington DC.

She has presented at national conferences in Las Vegas, Chicago, Atlanta, San Diego, Boston, Dallas, San Francisco and Disneyworld leaving attendees energized to "Make It Happen".

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419-277-3828

ShazaamTraining@aol.com

HR BOOT CAMP AGENDA

Day 1 – February 9

- **HR Fundamentals**
 - Roles & goals of HR
 - Functional Areas
- **Keeping It Legal**
 - Recordkeeping Requirements
 - Policies, Procedures, Handbooks
- **More Than A Warm Body**
 - Recruiting Options
 - Interviewing Essentials
 - Onboarding so they stay



Day 2 – February 16

- **Employee Relations and Engagement**
 - Developing Strong Programs
 - Creating a culture of Engagement
 - How this brings real \$ to your company
- **Employee Communication**
 - Designing Communication Tools
- **Performance Management & Coaching**
 - Create PM systems that produce results
 - Training managers to coach performance
- **The Other Side Of HR**
 - Effective Discipline Systems
 - Terminations – doing it right
 - Unemployment – how to win!



Day 3 – February 23

- **Benefits Boot Camp**
 - Understanding plan design and training
 - Learn how 1 company saved \$4 million
 - Low & no cost benefits
- **Putting It All Together**
 - Thinking Outside the Box to create Success
- **Tools & Resources**
 - Resources to support HR & save money

Participants will receive a notebook full of HR forms, performance review samples, information how to save money on benefit costs and unemployment costs. Value of resources provided worth over \$1,000.

REGISTRATION FOR HR BOOTCAMP

Name: _____ Company: _____

Address: _____ City: _____ St: _____ Zip: _____

E-mail: _____ Position/Title: _____ Yrs in HR: _____



Special Pricing (previous trainings cost up to \$420)

- ☐ \$185 – NOHRA members, HR Dept of 1,
Attendees BGSU Talent Mgt Program
- ☐ \$225 - Other Attendees

Must Register By Jan 25, 2016 to receive pricing
Training spots limited to insure individualized training

Mail To **Shazaam Communications**
8342 Ledgestone Avenue
Sylvania, OH 43560



☐ Check Enclosed Payable
To Shazaam Communications

☐ Please send me an invoice