

Seminar Registration Information

Registration/Breakfast: 8:00 a.m.

Seminar: 8:30 a.m. - 12:30 p.m.

Registration: \$135 per person

Payment Information

Check enclosed payable to **Capehart & Scatchard, P.A.**

Visa Mastercard Discover American Express

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Please remit registration form and payment by
January 9, 2018 to:

Capehart Scatchard
Attention: Beth Hopkins
8000 Midlantic Drive, Suite 300S
Mt. Laurel, NJ 08054
P: (856) 234-6800
F: (856) 235-2786
E: response@capehart.com

Attendee name (Please print or type):

1. Name _____

Title _____

Email _____

Phone No. _____

2. Name _____

Title _____

Email _____

Phone No. _____

Company _____

Address _____

City/State/Zip _____

Fax _____

Our Services

From an isolated legal matter to a lifetime of representation, Capehart Scatchard provides thorough vigorous legal counsel to both private and public sector clients, individuals and large organizations. Our primary practice areas range from comprehensive litigation services to business and finance and all aspects of commercial and residential real estate. In fact, our comprehensive menu of services has been carefully created based on over a century of close client relationships.

Labor and Employment

Workers' Compensation

Litigation

Business and Tax

Banking and Financial Services

Bankruptcy/Creditors' Rights

Commercial

Elder Law

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Family Law

Public Finance

Health Care

Insurance

Regulatory and Governmental Affairs

Real Estate and Land Use

School Law

(including special education)

Condominium & Homeowner Associations

Construction

Data Privacy & Security

Environmental

Appellate

Franchising

Professional Liability

Please Join Us for A
Breakfast Seminar

Communication: The Key to a Successful Workplace



Tuesday, January 16, 2018

Registration/Breakfast: 8:00 a.m.

Program: 8:30 a.m. - 12:30 p.m.

Capehart Scatchard Conference Center

8000 Midlantic Drive, Suite 300S

Mt. Laurel, NJ 08054

Tel: (856) 234-6800

**CAPEHART
SCATCHARD**

ATTORNEYS AT LAW

Seminar Overview

8:00-8:30 a.m.

Registration and Networking

8:30-10:00 a.m.

Effective Communications for Businesses and Teams

*Garrett Grega
Flocal Point Coaching*

- The styles of communication and behavior
- Adapting to your style of communication
- Connecting with individuals

10:00-10:15 a.m.

Break

10:15-11:15 a.m.

The Role of Handbooks, Policies, and Training

*Laurel B. Peltzman, Esq.
Capehart Scatchard*

- Why you need one and what are the policies that should be included in your handbook
- Other policies to consider adding to your handbook

11:15-11:30 a.m.

Break

11:30-12:30 p.m.

Social Media and the Workplace

*Kelly E. Adler, Esq.
Capehart Scatchard*

- Use of social media in the hiring process
- Social media and the continued employment relationship
- Risks of using social media in discipline and terminations
- Creating social media policies

Who Should Attend

This breakfast seminar series is especially designed for business owners or officers, administrators, human resource professionals, office managers and other personnel who are responsible for or involved with the day-to-day employment practices of an employer.

Credit Information

This activity has been approved for 3.5 HR (General) recertification credit hours toward aPHR™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™ and SPHRi™ recertification through HR Certification Institute® (HRCI®).

For more information about certification or recertification, please visit the HR Certification Institute website at www.hrci.org.

The Society for Human Resource Management (SHRM) is the world's largest HR professional society. For nearly seven decades, the Society has been the leading provider of resources serving the needs of HR professionals and advancing the practice of human resource management.

We hope you are able to join us for this informative session!

If there is another topic you are interested in or if you would like to schedule private training sessions, please contact:

Laurel B. Peltzman, Esq.
lpeltzman@capehart.com
856.380.6708

Kelly E. Adler
kadler@capehart.com
856.914.2093

Speaker Information

Kelly E. Adler, Esq. is a member of Capehart Scatchard's Labor & Employment Group. Ms. Adler focuses her practice on the representation of public and private sector employers in the areas of labor and employment, school law, and civil rights law matters. Assessing needs and goals, Ms. Adler works with management in addressing issues that arise and helps develop preventative and practical solutions. Ms. Adler is admitted to practice in New Jersey and Pennsylvania.

Laurel B. Peltzman, Esq. is a member of Capehart Scatchard's Labor & Employment Group. Ms. Peltzman focuses her practice in the representation of public and private sector employers in the areas of labor and employment matters. Ms. Peltzman regularly represents public and private sector clients in labor and employment litigation and provides employers with advice regarding various employment-related matters. Ms. Peltzman also provides training seminars for employers and their employees on many different topics, including appropriate behavior in the workplace. Ms. Peltzman is admitted to practice in New Jersey and Pennsylvania.

Garrett Grega is a Certified Business Coach with FocalPoint Business Coaching in BranchburgNJ. He specializes in reconnecting executives, business owners, and managers with their business passions. He has over 20 years helping international companies launch new products and processes. His professional experience includes: strategic planning, business development, marketing, and product development.