



Seminar Registration Information

Registration/Breakfast: 8:00 a.m.

Seminar: 8:30 a.m. - 12:15 p.m.

Registration: \$135 per person

Sponsors

Best Practices for the Human Resource Professional



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Please remit registration form and payment by April 16, 2018 to:

Capehart Scatchard
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E: response@capehart.com

Attendee name (Please print or type):

1. Name _____

Title _____

Email _____

Phone No. _____

2. Name _____

Title _____

Email _____

Phone No. _____

Company _____

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City/State/Zip _____

Fax _____



Wednesday, April 25, 2018

Registration/Breakfast: 8:00 a.m.

Program: 8:30 a.m. - 12:15 p.m.

Microsoft Office

101 South Wood Avenue, #900

Iselin, NJ 08830

Tel: (212) 691-8081



Cedar Risk Management & Insurance, Inc. is a full service firm providing complete insurance coverage, expert advice and professional service to businesses in various states.

We partner with clients to ensure they manage their risk proactively and effectively, we provide insurance products as well as pre and post claim services to strengthen resiliency to loss.

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*The use of this seal confirms that this activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.

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.

Seminar Overview

8:00-8:30 a.m.

Registration and Networking

8:30-9:30 a.m.

Hiring and Firing

*Laurel B. Peltzman, Esq.
Capehart Scatchard*

- Job advertisements/job descriptions
- Interview process (legal vs. illegal)
- Screening of job applicants
- Termination Requirements
- Separation Agreements

9:30-9:50 a.m.

Break

9:50-10:50 a.m.

Supervising your Supervisors

*Kelly E. Adler, Esq.
Capehart Scatchard*

- What is different about being a supervisor?
- Performance evaluations/reviews
- Documentation requirements
- Discipline of employees
- Training requirements

10:50-11:05 a.m.

Break

11:05-11:50 a.m.

Employment Practices Liability

*Robin Campbell, CIC CRM,
Cedar Risk Management, Inc.*

- Risk control process for HR
- Dissecting the employment practices liability insurance policy
- Basic tenants of risk management

11:50 a.m. to 12:15 p.m.

Employment Law Legal Update

*Laurel B. Peltzman and Kelly E. Adler, Esqs.
Capehart Scatchard*

- What's new and important for you to know?

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*

Sponsor Information

Dara Orsini, Client Solutions Executive
Bit by Bit Computer Consultants
Microsoft GOLD Partner

With over 20 years' experience and knowledge spanning the IT industry, Dara Orsini has spent her career constructing ways to help her clients run efficient technology systems, and protect their critical data. At Bit by Bit, our focus is to navigate the evolving world of technology to provide cost effective, secure solutions in the areas of Managed Services, Workflow, Security and Application Development.

Credit Information

This activity has been approved for 3 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.

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.

Robin Campbell, CIC CRM is a senior risk manager in Cedar Risk Management, Inc.'s Commercial Insurance Division. Ms. Campbell has over 17 years of risk management experience and represents many of the top corporations throughout New Jersey. She focuses on working with business owners to implement holistic risk management solutions that positively impact the growth, profit and viability of their business.