

# HR 101 – Compliance You Need To Know In 2021

RECORDED ACCESS ONLY

Employees are the lifeblood of most companies and they often determine whether companies thrive or wither on the vine. And as managers, leaders, and HR professionals we are expected to know and apply the alphabet soup of federal and state laws (ADA, FMLA, Title 7, EEOC, AA, etc.) In this case, what you don't know really can hurt you and as employers and managers, we are expected to at least know the basics. Our goal with this webinar is to demystify and make sense out of the many pieces of the puzzle.

HR 101 is just that – a 50,000-foot view of the key HR components that you need to know. We will make it concise, understandable, and practical so that you have enough information to help keep you out of trouble and ask better questions. This program is jam-packed with information plus we provide a number of handouts that will provide additional guidance after the program.

## AREAS COVERED IN THIS WEBINAR

- HR's role in mission and strategy
- Key anti-discrimination laws & protected classes
- Meaning of disparate treatment and adverse impact
- Rights employers DO have
- Recruiting and behavioral-based interviewing
- Importance of goodness of fit in employee selection
- Onboarding basics and the 4 C's of onboarding
- Key considerations in managing employees
- Seven steps to employee recognition

# WHY SHOULD YOU ATTEND

Participants should attend if they are new to HR, want a high-level refresher on HR compliance, or are new to management and supervision. This program will give basic compliance information that will reduce risk and help participants become more confident in communicating with employees regarding common HR issues. The advantage to companies is that those individuals who directly communicate with employees will be better informed and less likely to misrepresent the interests of the company. This is not a legal seminar so contact your employment law attorney for specifics and those laws and regulations that apply in your geography and business as they are changing all the time including interpretations.



This webinar, has been approved for 1.50 HR (General) recertification credit hours toward aPHR™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™ and SPHRi™ recertification through HR Certification Institute® (HRCI®).

## INSTRUCTOR PROFILE

Bob Verchota is the owner and senior consultant for RPVerchota & Associates, a consulting firm providing services to clients who seek to align their business and employees, creating successful outcomes and excellent work environments. After 30+ years in Human Resources senior leadership roles and teaching both undergraduate and graduate courses in Leadership and Organizational Development, Bob transitioned to using his experience and skills in consulting.

Mr. Verchota provides solutions to companies for a wide variety of HR issues including training and development, compensation, compliance, policy development, performance management, employee relations, and managing change from mergers and acquisitions to project-specific disruptions of the status quo. Bob has an undergraduate degree in Business Administration, a graduate degree in Healthcare Administration, and doctoral work (ABD) in Organizational Development. He is a lifetime Senior Professional in Human Resources.

## BOB VERCHOTA



# THIS WEBINAR IS AVAILABLE IN

DOWNLOADABLE LINK

PENDRIVE / USB

DVD



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