



# Employee Handbook Workshop

(Hybrid: Live Online or In-Person)

December 6, 2023  
9:00am—11:00am

**PRESENTER:**

**Phyllis Cole, SHRM-SCP**  
*The Employers' Association*



This program has been submitted to the HR Certification Institute (HRCI) for review. The Employers' Association is a recognized provider of recertification credits. The use of this official seal confirms that this Activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.



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## Does your employee handbook say what you think it says?

Your employee handbook provides an important opportunity for your organization to **set the tone for the employment experience** by providing basic rules and direction. But if your handbook isn't properly constructed and regularly maintained, it could leave your organization open to confusion among employees about company policies and procedures, and perhaps even **expensive and time consuming lawsuits**.

**Register today** for this solutions-focused workshop and learn what to include—and what *not* to include—in your company's employee handbook.

**Topics to be covered in this seminar include:**

- Common mistakes and pitfalls
- The essential policies that your employee handbook should contain
- Key disclaimers and qualifiers every handbook should contain
- Tips for conducting a handbook self-audit

## Register your team today!

**Pricing**

- List price ..... **\$215**
- EA Member ..... **\$155**
- Early Bird EA Member (register before November 22) .. **\$135**

**Register online** at [www.TheEA.org](http://www.TheEA.org)

**Or call the EA** at 419-893-3000

Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Registrant 1 \_\_\_\_\_

Registrant 2 \_\_\_\_\_

Registrant 3 \_\_\_\_\_

Registrant 4 \_\_\_\_\_

Registrant 5 \_\_\_\_\_

\*You may send a substitute at any time; however, no-shows or cancellations within 5 full business days of the program will be responsible for the full registration fee. The Employers' Association reserves the right to reschedule or cancel seminars if minimum requirements are not met.