



Getting It Write: Drafting An Ideal Employee Handbook

This webinar is essential for any organization that is ready to update an employee handbook, has never implemented an employee handbook – or is considering replacing the employee handbook in existence.

This webinar will provide a model table of contents, practical outlines, sample policies, and checklists to use in preparing an ideal employee handbook. We will also offer practical suggestions for keeping your employee handbook updated and current.

Topics will include:

- The Key Policies In The Ideal Employee Handbook For Your Organization
 - Is Your Employee Handbook Up-To-Snuff With Best Practices And Legal Standards?
 - Does It Comply With All Applicable State-Specific Requirements?
- Does It Have All The Bells And Whistles For Electronic Communications And Social Media?
 - Does It Address The Common Traps For Unwary Organizations?
- The Top 15 Policies That Every Organization Should Implement, From At-Will And Code Of Conduct To FMLA And Anti-Harassment

Who should attend?

Executives
Human Resources Professionals
Managers
In-House Counsel
Business Owners

REGISTRATION NOW OPEN!

LIVE MEETING WEBINAR

JANUARY 17, 2012

12:00 p.m. to 1:30 p.m.

REGISTRATION DEADLINE

January 16, 2012

TUITION

\$100

If an organization registers for three or more seminars, the total tuition will be reduced by \$50.

To register, please contact Kathie Duffy at (978) 623-0900 or kduffy@shpclaw.com

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