

EMPLOYERS ASSOCIATION OF SOUTH CAROLINA

2018 TRAINING SCHEDULE

Employers Association of South Carolina was established in 1973, and thus began a commitment to quality management services to South Carolina employers. Since then, EASC has generated numerous resources designed to inform, advocate, and foster overall effective relationships between employers and their employees. In addition, EASC has developed a business philosophy that defines it as a management service organization of experience and professionalism.

VISION:

To provide innovative and professional management services to business and industry in South Carolina.

MISSION:

EASC fulfills its vision by providing:

- Membership services
- Training
- Consulting
- Affiliated Programs

All delivered by experienced and results-oriented professionals.

VALUES:

- Integrity
- Honesty
- Professionalism
- Quality
- Courtesy
- Objectiveness
- Cost-effectiveness
- Results

As the only management service organization in South Carolina concentrating in the distinctive area of employer/employee relations regulated by state and federal law, EASC is a valuable resource to companies of all types and sizes. Our membership reflects a broad and diverse group of employers, either based in South Carolina or having facilities in the state. All major industry types are represented in our membership including, but not limited to, manufacturing, utilities, banking, insurance, construction, health care, distribution/warehousing, and transportation.

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IMPORTANT INFORMATION

Registration is at 8:30 a.m. and Class begins at 9:00 a.m.

Continental Breakfast, Breaks, and Lunch are included in the seminar fees.

In EASC Training Classes you gain up-to-date information to use in your daily work. All participants in EASC Workshops, Seminars, and Courses receive free and unlimited telephone consultation after attending class.

HOW TO REGISTER FOR TRAINING

It is easy to register. Registrations are welcome by phone, mail, fax or e-mail. If you wish to mail or fax your registration, simply complete and return the registration form found in this catalog. Please keep a copy of all registrations for your files. Make reservations as early as possible to ensure your reserved place in training programs. A confirmation will be e-mailed to you when your registration is received by EASC. If you pay by credit card the receipt will be faxed or mailed to you. An e-mail reminder will be sent to participants prior to the training date.

CANCELLATION

Substitutions may be made at any time and are encouraged when the original registrant cannot attend. If a class is cancelled by EASC, we will refund your registration fee or we will provide your company a credit for another class.

TRAINING LOCATION

Training classes are held at EASC (unless otherwise noted) located at 104 Corporate Boulevard, Suite 408, off Exit 110 on I-26. You will find a map of the Columbia area in this catalog. If you need additional directions to EASC, please give us a call. We are also ready to assist you if you need to make arrangements to stay in the Columbia area overnight.

CONTINUING EDUCATION UNITS

Participants completing programs are awarded Continuing Education Units (CEU's) which are collected in EASC's computer database. When you need a listing of your CEU's, call the Association office. A certificate of training will be issued for all successful participants and the number of CEU's credited to that class are shown.

Comments from our class participants

“The instructor was an excellent facilitator. I really enjoyed the training and would recommend the course to others. He is very knowledgeable in subject matter.”

“The experience the instructors have. They know how to relate to the audience. I felt that they have been “there done that”!”

“The instructor made things easier to understand as far as what to do and what not to do He was very personable and good at what he does. He kept things interesting and was a pleasure to have. Thank you.”

“Instructor connected with group and gave real life situations.”

“Very detailed with cases and numbers to back up the presentation. The presenter was knowledgeable as well as personable which made the class more interesting.”

“He did not dwell on any one topic to make sure all was addressed but nothing dragged on.”

“Some instructors in other classes I have attended use Power Point as a crutch. Our instructor filled in around the bullet points with detailed information. Great job!”

“ I enjoyed this class. The instructor made the material easy to understand. I am looking forward to using what I learned in my job.”

EASC 2018 TRAINING FACULTY

Keith Finley, SPHR - Keith is CEO of EASC. He has 48 years of experience as a Human Resources executive at the plant and corporate level. He has extensive knowledge of human resources services such as HR policies and handbooks, facility start up and staffing, and performance management systems, including compensation, performance evaluation, position descriptions, fringe benefits, organization development and state /federal employment law application. Keith has a BA in Liberal Arts from the University of South Carolina.

Richard Farmer, SPHR – Dick is an independent Management Consultant. He has more than 40 years of experience as a Human Resources professional and executive at the plant and corporate level. He is skilled as an HR Generalist, in labor relations, at Organizational Development, and Compensation and Benefits. He has managed at all levels of Human Resources with experience in several different industries. Dick is experienced trainer with an engaging and effective training and speaking style he has facility start-up experience and has managed in both union and non-union plants. He has negotiated union contracts successfully and has been instrumental in leading other employers in maintaining non-union status with a pro-active employee relations process. Dick has an undergraduate degree in Business and a Master's Degree in Personnel and Industrial Relations. He is a four year veteran of the Air Force.

Dan Gibson - Dan Gibson is an independent Management Consultant. Dan has over 35 years of experience with Fortune 100/500 companies to the Senior Executive level positions plant, division and corporate experience. His assignments have included manufacturing, distribution, and warehousing. His expertise is as a Human Resources Generalist, with specialized experience in strategic planning, organizational development, leadership development, mergers and acquisitions, start-ups, project management, and maintaining a union-free environment. Dan has a B.S. Degree from Auburn University and is a graduate of the University of Michigan Executive Development Program. He holds a Hay Group Compensation Certificate and a certificate from the Clemson University Technology Entrepreneurship Program. His diverse level of experience, education, and proven management success make him an excellent consultant and trainer to Human Resources and General Management.

EASC 2018 TRAINING FACULTY (Continued)

George Windish - George is a consultant in the use of and certification in the use of industrial lifting device. He is available to EASC members for certificate as referred by OSHA on Train-the-Trainer classes. He has over 45 years industrial relations and general management experience in positions such as Manager of Industrial Relations, Director of Management Development, and Manager of Labor Relations. He served 10 years as President and General Manager of a lift truck manufacturer. His broad experience makes him a great source for any management consultant need. George has a BS degree in Education from Frostburg State University. He did graduate work at George Washington University and the University of Maryland.

Bill and Judy Ripley - Bill and Judy are management trainers with over 40 year's experience in staff development and training design. They have conducted continuing education training seminars for a number of national associations and organizations. Bill and Judy conduct skills development and management training programs for public agencies and private companies. They operate Ripley's Retreat near Columbia specializing in management development and team building. Both Bill and Judy hold a Master's Degree in Social Work from the University of Georgia.

Paul Jinks – Paul has over 35 years in Quality Control, TQM, and ISO Management. For the past 20 years he has consulted in these areas to numerous national and international corporations throughout the United States. He is a certified ISO instructor; registered with the IEMA as an environmental auditor; a member of the Chartered Quality Institute; a Registered Consultant with the Chartered Quality Institute; and a Senior Member of ASQ. Paul offers consulting and training in Quality Assurance; Quality Control/Inspection; TQM; 1st, 2nd, & 3rd Party Quality System Audits. He is qualified and has experience in training: Introduction to ISO 9000 – Executive Overview; Lead Assessor; Internal Auditor; How to Document ISO 9000 Systems; How to Implement ISO 9000 Systems; Impact of Change – ISO 9001 – 2000 v ISO 9001 - 2008. Paul has experience with the following standards; ISO 9001, ISO/TS 16949, AS 9100, ISO 14001 and OHSAS 18001.

CONTENTS

Click on the title and you will be taken to the class information.

Affirmative Action Plan Preparation	ISO and Quality Assurance
Behavioral Interviewing	Job Descriptions
Better Business Writing	Job Evaluation and Pricing
Business Ethics	Know Yourself and Others
“Career Off-Track” Coaching	LEAD - Leadership Experience And Dynamics
Change Management and the Highly Effective Organization	Negotiating Skills – The Basics
Dealing With Employee Performance Issues	New Employee Orientation
Delegating For Results	OSHA 10 Hour General Industry Course
Delivering Effective Presentations	Performance Evaluations
Developing an Effective Safety Process	Powered Industrial Truck Certification
Discipline and Coaching For Success	Powered Industrial Truck – Train-The-Trainer
Dispute Facilitation and Conflict Resolution	Safety Assessments
Do’s and Don’ts: NLRA for Managers and Supervisors	SHRM Certification
Dynamic Decision Making	Supervisory Safety Responsibilities
Employment Law for Managers and Supervisors	Team Building - Ropes Course
FLSA/Wage-Hour	Team Building Workshop
Finance For Non-Financial Managers	Time Management
FMLA/ADA/COBRA/HIPAA	TQM
Harassment – Including Sexual Harassment	Wage and Salary Administration Fundamentals
Human Resources Management Institute	Workplace Investigations
HR Policies and Employee Handbooks	Workers’ Compensation
Human Resources Audit – HR Dept and HR Culture	Training Schedule by Quarter
Immigration Reform And Control Act (I-9) & S.C Illegal Immigrant Reform Act	Registration Form
Introduction to Supervision	Map

• **CUSTOMIZED TRAINING ON-SITE**

In addition to the above listed courses, all of EASC’s Workshops, Seminars, and Courses listed in this catalog are available as in-house programs conducted on your site. An in-house program gives you the ability to customize and combine any of our courses to fit your needs. The end result is training that is strictly tailored to meet your requirements.

CONTENTS BY CATEGORY

Click on the title and you will be taken to the class information.

GENERAL MANAGEMENT

Better Business Writing
Business Ethics
“Career Off-Track” Coaching
Change Management and the Highly Effective Organization
Dealing With Employee Performance Issues
Delivering Effective Presentations
Dispute Facilitation
Dynamic Decision Making
Finance For Non-Financial Managers
ISO and Quality Assurance
Know Yourself and Others
LEAD - Leadership Experience And Dynamics
Negotiating Skills – The Basics
Team Building – Ropes Course
Team Building Workshop
Time Management
TQM

HUMAN RESOURCE MANAGEMENT

Affirmative Action Plan Preparation
Behavioral Interviewing
FLSA/Wage-Hour Issues
FMLA/ADA/COBRA/HIPAA
Harassment
Human Resources Management Institute
Human Resources Policies and Employee Handbooks
Human Resources Audit – HR Department and HR Culture
Immigration Reform and Control Act (I-9) & S.C Illegal Immigration Reform Act
New Employee Orientation
SHRM Certification
Workplace Investigations

CONTENTS BY CATEGORY

Click on the title and you will be taken to the class information.

PERFORMANCE MANAGEMENT

Job Descriptions
Job Evaluation and Pricing
Wage and Salary Administration Fundamentals

SAFETY AND HEALTH

Developing An Effective Safety Process
OSHA 10 Hour General Industry Course
Powered Industrial Truck Certification
Powered Industrial Truck – Train-The-Trainer
Safety Assessments
Supervisory Safety Responsibilities
Workers' Compensation

SUPERVISORY AND MANAGEMENT DEVELOPMENT

Business Ethics
Discipline and Coaching For Success
Delegating For Results
Dispute Facilitation and Conflict Resolution
Do's and Don'ts: NLRA For Managers and Supervisors
Employment Law for Managers and Supervisors
Finance For Non-Financial Managers
Introduction to Supervision
LEAD - Leadership Experience And Dynamics
Negotiating Skills – The Basics
Supervisory Safety Responsibilities

CLASS DESCRIPTIONS

AFFIRMATIVE ACTION PLAN PREPARATION

Target Audience: EEO Officers and HR Professionals

The requirement for preparing an affirmative action plan can be a daunting task, especially for those who have never done one before. This comprehensive workshop is a practical how-to for the entire AAP process. The two-day workshop includes: AAP requirements and governing authority; data gathering and analysis; AAP narrative development; AAP for females and minorities; AAP for Vietnam era veterans and disabled veterans; AAP for the handicapped; under-utilization review and goal setting; AAP updates; audits; and annual maintenance; and applicant flow documentation and maintenance. Attendees will go away with a template to prepare their own AAP.

Date: 2/20-21/18 or 11/7-8/18 • **Price:** \$470.00 ~ **EASC Member Price:** \$390.00

BEHAVIORAL INTERVIEWING

Target Audience: HR Professionals and others involved in the interviewing process who want a more definitive method of selecting the right employee for the right job.

This course provides you with the skills to match the behavioral tendencies that a job requires for success to the behavioral tendencies the applicant possesses naturally, and how to measure these against the applicant's performance in past jobs. The focus of this session will be on defining specific competencies and behaviors and developing and identifying behavioral questions and answers.

Date: 1/25/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

BETTER BUSINESS WRITING

Target Audience: Anyone who wants to improve business writing skills

First impressions are quite often lasting impressions. How you speak and how you write say a lot about you and your company. Can you – or your business – afford poor grammar, spelling, punctuation, and sentence structure?

This class includes practical tips on how to draft correspondence to fit various situations that will be effective and easily understood. You will learn how to avoid spelling and punctuation errors that can embarrass you and your company. The class includes interactive participation and opportunities to test what you learn.

- * Improve your spelling, punctuation, usage, and style
- * Avoid the pitfalls of business writing
- * Learn the ten techniques for effective communication
- * Create persuasive and more effective memos and letters

Dates: 1/17/18 or 10/18/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

BUSINESS ETHICS

Target Audience: Senior Management, Managers, HR Professionals, Finance Department Employees, Supervisors, and Other Key Office Personnel

Many employees question if ethical business practices are even possible in a time when government regulations and company policies are very clear that bad behavior in a business environment is prohibited. Scandals and fraud occur every day. Many are never detected until it's too late, and the company has suffered loss of reputation, brand significance, and credibility. This class offers interactive opportunities with experienced professionals who have lived in these types of environments. True stories are great teachers. Learn what bad behavior is, how to identify it, and what to do to correct it before it costs many jobs, financial loss, and stake holders. The focus is on what ethics code can and will do for your organization.

Date: 5/16/18 or 11/15/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

“CAREER OFF-TRACK” COACHING

Target Audience: Applicable to any employee, but especially that supervisor or manager who was a rising star at one time but has gotten off-track.

One-on-one, this program is intended to help the individual understand her/his natural tendencies to act and how those tendencies affect job performance. Quite often, the employee is simply misplaced. But, sometimes the problem is more of how a person reacts to the world around him/her. We create an understanding of what motivates the employee, her interpersonal skills, her leadership process, and her reaction to stressful situations. With this understanding, there is a good chance of getting that career-track back to where the company expects it to be.

Date: 5/23-24/18 or 12/12-13/18 • **Price:** \$470.00 ~ **EASC Member Price:** \$390.00

CHANGE MANAGEMENT AND THE HIGHLY EFFECTIVE ORGANIZATION

Target Audience: Managers and Supervisors

Companies today are looking for that competitive edge which allow them to succeed in the increasingly global economy. An edge that will allow the organization to operate in a highly efficient manner regardless of the obstacles placed in its way. This edge is frequently the ability to handle constant and accelerating change. This program provides the skills and understanding to incorporate change management into the culture of the organization and takes a look at the tools necessary to quickly and effectively react when change hits. The program overlays change management skills on other “people” systems necessary for the organizational performance necessary for success now. Put another way, this program strives to view the organization as constantly moving and provides the tools for the individual to thrive in the environment and to make a strong contribution.

Dates: 3/16/18 or 8/1/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

DEALING WITH EMPLOYEE PERFORMANCE ISSUES

Target Audience: HR professionals, managers, and supervisors.

Traditionally, the supervisor has taken full responsibility for trying to make employees change problem behaviors through the use of fear or threats of punishments. Often the results have been “hard feelings” toward the supervisor and a desire to get even. In this workshop the supervisor will work from a facilitative position that allows and helps the employee accept responsibility for the problem behavior and its resolution. The process is “adult-to-adult” and the results build both self-discipline and self-esteem. Moreover, the relationship between the supervisor and employee is strengthened. The workshop will include:

- The Impact of Expectations and Attitude
- Guidelines for Discussion of Problem Behavior
- Use of Assertive Communication Skills
- Follow-up Techniques

Dates: 2/28/18 or 9/5/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

DELEGATING FOR RESULTS

Target Audience: Managers and Supervisors

The best managed organizations consider the art of delegation one of the keys for effective management; however, most of us are reluctant to “let go”. We know we should, many times think we do, but find that we get mixed results from our attempts to delegate work appropriately to individuals and groups. This workshop will focus on how to overcome some of the “psychological” barriers to delegation as well as step-by-step guidelines for effective delegation. Content areas will include: Psychological Barriers to Delegation; Developing Performance Agreements with Employees; Delegating Specific Jobs to Individuals and Teams; and Sharing the Vision, the Responsibility, and the Glory.

Dates: 4/25/18 or 10/24/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

DELIVERING EFFECTIVE PRESENTATIONS

Target Audience: Supervisors, Managers, HR Professionals, and others who may be expected to deliver presentations.

To many people, making a presentation for any audience is an intimidating proposition. It can be a terrifying experience. Delivering presentations can be a dynamic means of communicating, but also can be motivating and compelling in the development of confidence and credibility. Participants will learn how to prepare a presentation and execute a delivery in a professional and effective manner. Essential skills and practice techniques will be addressed, and a short presentation will be delivered by each participant and evaluated by the other participants and the instructor.

Date: 3/7/18 or 9/12/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

DEVELOPING AN EFFECTIVE SAFETY PROCESS

Target Audience: Safety Managers, Safety Team Members, HR Professionals and others with safety responsibilities.

Attendees will learn the basics of an effective safety process including:

- Minimum requirements for Effective Safety Management
- Developing and Maintaining a Safety Culture
- Safety Training / Orientation
- Techniques of Hazard Identification and Hazard Control
- OSHA Priorities and Training Requirements
- Accident Investigation Process and Claims Management
- Responsibilities of Management, Supervisors and Safety Team Members

Dates: 4/11/18 or 10/3/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

DISCIPLINE AND COACHING FOR SUCCESS

Target Audience: Managers and Supervisors.

Establishing mutual trust within the work team begins with the supervisor. How well you are able to do this will determine the overall “climate” of your department or unit within the organization. The purpose of this workshop is to provide supervisors with the attitudes and skills necessary to facilitate an “adult-to-adult” process of employee development that teaches acceptance of responsibility for problem behaviors and their resolution. The result will be a performance management process that allows you to get to know and work effectively with each employee.

Dates: 3/29/18 or 10/10/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

DISPUTE FACILITATION AND CONFLICT RESOLUTION

Target Audience: HR Professionals, managers, and supervisors.

In the age of litigation where plaintiffs’ attorneys are willing to turn any workplace dispute into a lawsuit, companies are increasingly turning to internal dispute resolution to solve problems before they become fully grown disputes. This class will provide basic methods of dispute resolution and offer insight into ways that your organization can implement its own dispute resolution system.

Dates: 5/15/18 or 10/4/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

DO’S AND DON’TS: NLRA FOR MANAGERS AND SUPERVISORS

Target Audience: Managers and Supervisors. One of a series of classes designed for the entry level HR professionals, managers, and frontline supervisors.

The best way to avoid a union election is by being prepared. Many times having an organizational drive, a campaign, an election, or receiving an unfair labor charge is determined not by the situation managers are handed - but by the way managers handle the situations they encounter on a daily basis. This course covers the National Labor Relations Act (NLRA), the National Labor Relations Board (NLRB), and card signing prevention. And, most importantly, it covers how supervisors can avoid an unfair labor practice charge. Sessions include instruction, role-play, and films - high participation and no lectures!

Dates: 2/8/18 or 4/10/18 or 7/24/18 or 10/10/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

DYNAMIC DECISION MAKING

Target Audience: Management at all levels and any other professionals who needs to improve decision-making skills and awareness.

Using a case study approach, this course offers a straightforward, easy-to-follow process designed to improve the way you make business decisions or any decision that can help reach your goals. Our decisions shape our professional and personal life. Sadly, decision-making is seldom taught as a skill in its own right. This course will present a clear process and user-friendly techniques for making smart decisions.

Dates: 3/21/18 or 11/14/18 • **Price:** \$245.00 (includes cost of workbook) ~ **EASC Member Price:** \$205.00 (includes cost of workbook)

EMPLOYMENT LAW FOR MANAGERS AND SUPERVISORS

Target Audience: HR professionals and other supervisors and managers who are responsible for applying state and federal employment law and/or who participate in discussions and decisions affected by employment law.

During the past decade, the number of employment discrimination cases filed in the federal courts has nearly tripled, with the suits being filed more frequently and with higher stakes. As an HR professional, manager, or supervisor with responsibility for applying employment law, you have a chance to take proactive steps to minimize exposure to such litigation. This session reviews pertinent employment law, discusses the application of law provisions, and highlights recent development in law interpretation. Included is a presentation on sexual harassment. Become more competent in recognizing potential danger situations and serve as a more valuable resource to company management in protecting your organization’s assets.

Dates: 4/24/18 or 9/6/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

FINANCES FOR THE NON-FINANCIAL MANAGER

Target Audience: Any manager or supervisor who needs a better understanding of finance and accounting as it relates to business.

No matter what type of business you're in, you need to understand profit and loss and how it is determined. Now there is a non-threatening way to achieve that understanding. This EASC course will effectively communicate the information you need clearly and without stress. This course is designed to give the participant a working knowledge and understanding of the basic principles of finance. It's structure is such that it will assist a non-financial person to participate in the budget process, read income statements, be familiar with financial terms, and read financial statements, financial overviews and forecasts with understanding. This class includes discussions on cash flow, assets, liabilities and equity.

Date: 3/15/18 or 8/16/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

FLSA/WAGE-HOUR ISSUES

Target Audience: HR and Financial Professionals including Payroll Clerks.

This "self-audit" program will help reduce or eliminate the likelihood of having to pay substantial back wages to employees and heavy fines to the government. Included will be discussion on: White Collar exemptions; Child Labor Laws; Age Discrimination; Proper Record Keeping; Minimum Wage Provisions; Overtime Requirements; FLSA Special Provisions; Avoiding Violations; Exempt/Non-Exempt; Equal Pay Act; and Compensable Working Time.

Date: 4/4/18 or 8/21/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

FMLA/ADA/COBRA/HIPAA

Target Audience: HR professionals and others involved in understanding and applying FMLA, ADA, COBRA, & HIPAA
The Family Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), COBRA, and HIPAA have been a fact of the HR life for a number of years; yet, there are still issues that are subject to interpretation. This class will provide the basics of FMLA, ADA, COBRA, and HIPAA. It will also discuss the new HIPAA privacy rules. Attendees will review some of the more important court decisions, and will have an opportunity to discuss day-to-day problems with the instructor and fellow participants.

Dates: 2/13/18 or 12/5/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

HARASSMENT – INCLUDING SEXUAL HARASSMENT

Target Audience: This program is designed for two audiences: the longer program is designed for Managers and Supervisors; the shorter program for all others

We all recognize the risk to our companies if our employees, especially managers and supervisors, violate our policy on anti-harassment in the workplace. Not only is training all employees the right thing to do, but there are legal reasons to insure that all employees know that harassment of any kind is simply not tolerated. Having respect for every fellow employee is something expected in the workplace. Further, management must fully understand the policy and the legal issues surrounding harassment: how to maintain a harassment free workplace and what to do about reports of harassment. This program will provide management with this knowledge and the basic employee program will insure that all employees understand the concept of harassment and the organization's policy. This program lends itself to on-site training.

Dates: 1/16/18 and 6/6/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

HUMAN RESOURCES MANAGEMENT INSTITUTE

Target Audience: Entry level HR professionals, HR assistants who are ready for additional training, other managers who have HR responsibilities and/or need additional training.

This class is a comprehensive overview of all the functions of the Human Resources department in today's organization. This "how-to" course offers guidance to participants in becoming a true value-adding member of the HR function.

Included: records and record keeping; communication, including confidentiality and trust; employment process; and organizational requirements for effective HR administration. The six-day course of study is a "how to" program designed to give the participant the information needed to administer and support an effective HR process. The course emphasizes the practical aspects of human resources management, compliance with applicable employment laws and regulations, administration of HR policies, and the administration of an effective employee relations climate. Each participant will leave with a comprehensive desktop reference manual.

Institute Curriculum:

Session 1 - *Human Resources Management Overview: Philosophy, HR Policies and Practices, and Employment Handbook*

Session 2 - *Management Development: Principles of Leadership; National Labor Relations Act - a Practical Approach to the NLRA*

Session 3 - *SC and Federal Employment Laws: EEO, FMLA, ADA, OFCCP, FLSA, COBRA and SC State Statutes, etc.*

Session 4 - *Communications: Employee Meetings, Interviewing Skills, Counseling, Complaint Procedure, etc.*

Session 5 - *Performance Management: Job Descriptions, Job Evaluation, Job Pricing, Wage & Salary Administration, Performance Evaluations*

Session 6 - *Safety and Health: OSHA, Workers' Compensation, Safety Policy and Practice, Safety Committees, Recordkeeping*

Date: 5/1, 2, 3, 4/18 • **Price:** \$780.00 ~ **EASC Member Price:** \$860.00

HUMAN RESOURCES POLICIES & EMPLOYEE HANDBOOKS

Target Audience: HR professionals and other managers with responsibility for developing and applying company policies and practices.

Do you find yourself struggling to remember "how we did it the last time" when faced with a sticky employee discipline problem? Managing company HR policies and practices can be difficult and legally risky when trying to do it by memory. State and federal employment laws require accurate interpretation as well as equal and consistent application. Well-written employee handbooks serve as a guide to employees about the company's work rules; about the company's culture and management philosophy; and about the company's pay practices and fringe benefits. Most employees have a desire to follow company rules to the best of their ability - if they only knew what the rules are. All employees, especially new employees, have a need to know what the company's expectations of them are.

Dates: 3/1/18 or 9/27/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

HUMAN RESOURCES AUDIT – HR DEPARTMENT AND HR CULTURE

Target Audience: HR Professionals and others with HR responsibilities

The HR Department should be prepared if a state or federal agency representative unexpectedly calls on your company for an audit or investigation. This self-audit program is designed as a learning tool in focusing attention on your employment practices and procedures by providing a structured and systematic checklist for practical and positive employment relations considerations. Class includes HR Department audit and company "HR Culture" audit.

Dates: 6/5/18 or 10/25/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

IMMIGRATION REFORM AND CONTROL ACT (I-9) & SC ILLEGAL IMMIGRANT REFORM ACT

Target Audience: HR Professionals and others involved in the hiring process.

The issue of illegal immigrants in the United States and the problems this presents to employers is discussed in detail. Class discussion will include the I-9 process and the new S.C. statute which puts new pressures on SC employers. The federal E-Verify system is controversial but is a part of the SC statute as an alternative to a valid driver's license from approved states. In addition, Executive Order #12989 requires Federal Contractors to use E-Verify.

Date: 1/18/18 or 12/19/18 • **Price:** \$235.00 ~ **EASC Members Price:** \$195.00

INTRODUCTION TO SUPERVISION

Leadership Skills for Supervisors and Managers

Target Audience: Supervisors, Lead Workers, and Managers. One of a series of seven classes designed for the entry level HR professional and frontline supervisors.

This 2 day workshop recognizes the importance of having well trained supervisors and lead workers to direct and facilitate actions necessary to bring about a high level of efficiency and effectiveness in the workplace. Basic supervisory skills are the focus of this program which includes units on identifying different work styles to reinforce the importance of diversity; mutual goal setting; employee motivation; situational leadership styles; effective delegation; coaching to improve performance; discipline without punishment; mediating conflicts; time management; and team building. Training methodology includes role play, group discussions, sharing ideas and experiences with other participants, and other experiential activities to reinforce learning.

Dates: 2/6-7/18 or 4/4-5/18 or 7/10-11/18 or 9/25-26/18 • **Price:** \$ 470.00 ~ **EASC Member Price:** \$390.00

ISO AND QUALITY ASSURANCE

Target Audience: Quality Managers, Engineers, Supervisors, and any other employees involved in the ISO and TQM process.

Quality Assurance - Assisting Companies to document and implement ISO/QS 9000, ISOTS 16949 and ISO 14000 Systems. Assisting Companies to achieve ISO/QS 9000, ISOTS 16949 and ISO 14000 Certification.

Quality Control/Inspection; Quality Improvement (TQM); 1st, 2nd, & 3rd Party Quality System Audits.

Training - Introduction to ISO 9000 - Executive Overview; Lead Assessor; Internal Auditor; How to document ISO 9000 Systems; How to implement ISO 9000 Systems; Impact of change - ISO 9000 - 1994 v ISO 9000 – 2000. Advice and assistance in all aspects of Quality Assurance and Auditing.

Date and Price: To be arranged with the requesting company.

JOB DESCRIPTIONS

Target Audience: HR professionals and other managers involved in a company's pay and performance management process. One in a series of four classes in the Performance Management Process. Before a wage and salary program can be implemented, accurate job descriptions are essential. This workshop covers the process of job analysis and development of job descriptions, including ADA considerations and company strategic relevance.

Dates: 2/27/18 or 7/31/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

JOB EVALUATION AND PRICING

Target Audience: HR professionals and other managers involved in a company's pay and performance management process. One in a series of four classes in the Performance Management Process.

Once job descriptions are in place, a company can proceed with the next step, which is the determination of relative worth of its job functions. This process includes the development of an internal strategy for internal and external market review, understanding the various methods of job evaluation, and a step-by-step "how-to" for arriving at appropriate classifications, salary grades and ranges, and optimum placement of employees within their respective classification.

Dates: 3/22/18 or 10/17/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

KNOW YOURSELF AND OTHERS

Target audience: All employees, especially managers and supervisors who want to know how and why they react to others as they do.

Where do you prefer to direct your focus in relating to others? What energizes you? How do you prefer to take in information? How do you prefer to make decisions and come to conclusions? What is your attitude toward the external world and how do you prefer to interact with the environment and live your life? Your type preference forms a filter through which you look at people, situations, ideas, etc. Gain a better understanding of your filters and discover ways you can more effectively relate to, and be more appreciative of, others and their filters. Personality Assessments are a way to help people in organizations with issues and situations in career development, leadership development, communications, decision-making and team building. Provided as on-site consulting, this is an excellent tool for career development or salvaging a career that is off-track.

Dates: 6/12-13/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

LEADERSHIP DEVELOPMENT SEMINAR (LEAD)

Unlock that "super" manager that resides inside of you. Learn how to become the best manager and leader you can be. Not a standard "sit in the classroom and hear the speaker talk" type of course - this course is unlike anything you have ever experienced. You will get the opportunity, in a team setting environment, to unleash those ideas about what it takes to win and to test yourself in a real world setting. You will learn things about yourself and about how others see you that you never knew. You will return to your job with a renewed sense of purpose and an entirely new set of management and leadership skills. There is also a union-avoidance undercurrent to the training, but understand yourself as a manager is the primary focus. Experienced leaders with real-world experience at the highest levels of plant and corporate management lead the seminar.

Dates: 6/20-21/18 • **Price:** \$470.00 ~ **EASC Member Price:** \$390.00

MAXIMIZING ORGANIZATIONAL EFFECTIVENESS

What makes an organization function at a highly effective level? What distinguishes the highly effective organizations and gives them the competitive advantage necessary to win? This program takes a look at the "people" systems that can be installed in an organization that will lead to the performance necessary in today's competitive world. From an analysis of the degree of integration of the mission throughout the organization, to its culture of conflict resolution, to its communicative systems and its feedback mechanisms to the systems of rewards, this program takes a look at the entire organization and the individual's role in it.

Dates: 5/23-24/18 • **Price:** \$470.00 ~ **EASC Member Price:** \$390.00

MEETING FACILITATION

We have all attended meetings that seemed to wonder and fail to accomplish anything meaningful. This service provides assistance in planning for a more successful outcome. Whether the goal is to create a vision and/or mission for the organization, develop a strategic plan, improve teamwork in order to eliminate silos or any other far reaching organizational initiative, EASC will provide the planning expertise and the facilitation to achieve your goals.

Date: 6/14/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

NEGOTIATING SKILLS – THE BASICS

Target audience: Managers, HR Professionals and Supervisors.

Negotiation is a dilemma/conflict. Almost any conversation you find yourself in, is in some way, a negotiation. Everyone has experienced 'bargaining' when purchasing automobiles, houses, appliances, and even where to go for dinner. This class offers insights into dealing with people while negotiating, leveraging positions with peers, supervisors, direct reports, and employees. From complex issues to the simple, learn tactics, fairness, risk avoidances and many useful means to accomplish agreement when both sides are attempting to get what 'they' want.

Date: 1/31/18 or 7/19/18 • **Price:** \$235.00 ~ **EASC Members Price:** \$195.00

NEW EMPLOYEE ORIENTATION

Target Audience: HR professionals, recruiters, trainers, and managers/supervisors involved in the welcoming/education process of new employees.

New employees want to know that their decision to accept your job offer was the right decision. How we receive them into the company either validates their decision or leaves them wondering if they made a bad decision. We stress the positives of our company during the pre-employment process, but it is not uncommon for companies to overlook the value of an effective new employee orientation process, which can positively affect employee morale, absenteeism, turnover, and productivity. This class will provide the participants with a template to implement their own orientation process.

Dates: 1/24/18 or 7/18/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

OSHA 10 HOUR GENERAL INDUSTRY COURSE

Target Audience: This course is designed especially for production-oriented people such as plant managers, supervisors, employees and safety teams/committees.

This course provides a variety of instruction on the OSHA General Industry safety and health regulations. The purpose of the course is to acquaint participants with the OSHA General Industry standards and answer questions about OSHA procedures. Instructor: is authorized by the OSHA Training Institute (OTI) to conduct the training and all students will be issued course completion cards by OTI, The OSHA Training Institute. We will use the OSHA Standards for General Industry (29 CFR Part 1910) manual. You may bring your own copy or copies will be available for \$15.00 on the first day of class.

Topics Include:

- OSHA Act
- Electrical
- Walking/Working Surfaces
- Materials Handling
- Hazardous Materials
- Introduction to OSHA Standards
- Machine Guarding
- Means of Egress
- Personal Protective Equipment
- Lockout/Tagout
- Fire Prevention
- Hazard Communication

Dates: 2/23-24/18 or 9/18-19/18 • **Price:** \$470.00 ~ **EASC Member Price:** \$390.00

OSHA 30 HOUR GENERAL INDUSTRY COURSE

Target Audience: This course is designed for Safety Managers, Safety Team/Committee members, staff with additional responsibility for H&S, Supervisors and Crew Leaders.

This course is a comprehensive four and a half day course designated to give a thorough understanding of the most important occupational safety and health compliance issues. It provides an increased knowledge of the standards and regulations and offers insight into the more complicated and often confusing elements of the OSHA Act (CFR1910). Instructors are authorized by the OSHA Training Institute (OTI) to conduct the training and all students will be issued course completion cards by OTI, The OSHA Training Institute. We will use the OSHA Standards for General Industry (29 CFR Part 1910) manual. You may bring your own copy or copies will be available for \$15.00 on the first day of class.

Topics Include:

- Origins of OSHA/OSH Act
- OSHA Standards/Inspections/Citations/Penalties
- OSHA Injury & Illness Recordkeeping
- Means of Egress
- Walking/Working Surfaces
- Fire Protection & Means of Egress
- Electrical Equipment & Installations
- Machine Guarding
- Overhead Hoists & Cranes and Mobile Cranes
- Material Handling
- Hazard Communication
- Hazardous Materials
- Personal Protective Equipment
- Respiratory Protection training
- Occupational-Noise-Hearing Conservation
- Subpart-Z-General Substance-Specific Regulations
- Permit-required Confined Spaces
- Lockout/Tagout
- Bloodborne Pathogens
- Health/Safety Programs (accident investigation, job safety analysis, or ergonomics)
- Chemical Hygiene Plan for Laboratories

Dates: 4/16-20/17 or 7/7-11/18 • **Price:** \$1175.00 ~ **EASC Member Price:** \$975.00

PERFORMANCE EVALUATIONS

Target Audience: HR professionals and other managers involved in a company's pay and performance management process. One in a series of four classes in the Performance Management Process.

The final phase in the performance management cycle is the performance appraisal, where the employee's job performance is evaluated relative to the job description and a determination is made about wage or salary advancement relative to individual performance.

Dates: 5/17/18 or 10/31/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

POWERED INDUSTRIAL TRUCK CERTIFICATION

Target Audience: Powered industrial truck operators, supervisors of these positions, and safety personnel.

This course is designed to certify powered industrial truck operators in accordance with OSHA regulations. OSHA requires that all industrial truck operators be certified prior to operating industrial trucks. This course consists of classroom instruction on industrial truck operation and safety requirements, hands on verification of operating skills and testing for comprehension. OSHA requires that certification training be done on site using current equipment. The certification is effective for three years at which time an operator must be re-certified. The course session takes about 4 hours and class size is limited to 15 persons. If desired two classes may be scheduled in one day.

Dates and Price: To be arranged with requesting company.

POWERED INDUSTRIAL TRUCK TRAIN-THE-TRAINER

Target Audience: Persons chosen to certify powered industrial truck operators for the organization.

This course is designed to qualify instructors to present the powered industrial truck certification course in accordance with OSHA regulations. This course consists of classroom instruction on understanding industrial truck operation and safety requirements, instruction techniques, hands on verification of operating skills and testing for comprehension. The course must be presented on site with current equipment being used. The course takes approximately 4 hours. Class size is limited to 4 people. Upon successful completion persons will be qualified to certify and re-certify industrial truck operators in accordance with OSHA regulations. This course provides an instructors guide, instruction materials and testing materials.

Dates and Price: To be arranged with the requesting company.

SAFETY ASSESSMENTS

Target Audience: Facility managers who want to insure their facility's compliance with safety and OSHA requirements before they have serious safety problems.

"Hello, I'm from OSHA and I'm here to make an inspection." Now what? We will conduct a detailed assessment of your facility and safety process. We will help you develop your own inspection and corrective action program with a safety assessment of your site.

Dates and Price: To be arranged with the requesting company.

SHRM CERTIFICATION

Target Audience: HR Professionals who wish to take the PHR or SPHR examination.

EASC has partnered with HRCF to supply the training material. Study guides are supplied to the attendee as part of the course fee. The HRCF study guides have been used by other organizations, including SHRM chapters and other employee associations with great success. This course is also suitable to those who wish to recertify and prefer to take the exam again rather than accumulate the 60 hours of CEU's. We are available to conduct this course at other locations as well. Call us for information and scheduling.

Dates: First Schedule: March 6, 13, 20, 27; April 3, 10, 2018 (review) • **Second Schedule:** October 2, 9, 16, 23; November 6, 13 (review), 2018 • **Price:** \$855.00 ~ **EASC Member Price:** \$ 745.00

SUPERVISORY SAFETY RESPONSIBILITIES: CONDUCTING SELF-INSPECTIONS AND ACCIDENT INVESTIGATION

Target Audience: Supervisors, Managers, Safety Team Members.

This course is targeted for the first line supervisor who plays an important role in the safety and health of their employees. The instructor will review safety responsibilities to include identification and control of safety hazards. Techniques and tips for hazard identification will be reviewed including a “Name the Hazard” interaction slide program. Instructions on how to conduct self-inspections and provide controls will stress hazard identification for compliance issues (OSHA and other standards such as NFPA) and best safety practices.

A detailed overview and how to an effective accident investigation process will include direct, contributing and root causes of accidents. Interactive participation will include investigating examples of accidents.

Dates: 1/23/18 or 11/1/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

TEAM BUILDING – ROPES COURSE

Target Audience: Any level of employee where team work skills are essential to effective working relationships.

Particularly useful in upper-level management groups. For leadership, management, and intact work teams, a one or two day event on the ropes course at Ripley’s Retreat can be designed and customized to meet the specific needs of the company making the request. Hasty planning, poor communication, lack of cooperation and mutual support, inability to solve problems and make decisions together are examples of issues that are easily addressed in this type of learning environment. The results will become evident immediately.

Location: This class is held at Ripley’s Retreat, an outdoor training facility in Richland County

Date and Price: To be arranged with the requesting company.

TEAM BUILDING WORKSHOP

Target Audience: Managers and supervisors from all function areas.

In this age of “lean” organizations, management is recognizing the need to help employees work as a team. Whether the management structure formalizes the use of teams or not, the wise manager will focus on moving the company toward a team approach which reinforces collaboration and teamwork versus internal competition.

Content of this one-day program includes:

- The use of teams in an organization
- Characteristics of high performing teams
- Techniques for building a consensus
- Establishment of well-defined goals and priorities
- Establishing clear roles and duties
- The role of communications and individual styles of communication
- Team versus individual goals
- Effective conflict resolution
- Gaining commitment
- The key skills in effective teamwork
- Building trust and morale within the team

Dates: 2/14/18 or 7/25/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

TIME MANAGEMENT

Target Audience: Any employee for when time management is an issue.

A simple glance at the desks of various workers reveals different organizational and time management practices that individuals have adapted to their personalities. Personality preferences have an impact on how individuals successfully manage their time. Different approaches to time management are equally effective and neither approach is better than the other. In this program, you will learn how to improve your personal effectiveness by using management techniques that fit your personality. You will apply time saving techniques, learn ways to overcome procrastination, and learn a variety of methods to live a balanced life.

Dates: 2/22/18 or 9/13/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

WAGE AND SALARY ADMINISTRATION FUNDAMENTALS

Target Audience: HR professionals and other managers involved in a company's pay and performance management process. One in a series of four classes in the Performance Management Process. This workshop covers the development and administration of a wage and salary administration process in an organization. It includes such things as policies and practices, budget development and maintenance, and ongoing wage and salary program review and updating.

Dates: 3/8/18 or 7/26/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

WORKPLACE INVESTIGATIONS

Target Audience: HR Professionals and managers. As any good HR Professional knows, before any personnel action is taken, a proper basis for the action must exist. Do you know that the information you have received regarding an incident or a specific employee is accurate? How do you ensure that the "punishment fits the crime?" Do have all the relevant facts to make the right decision? Will your investigation stand up to legal scrutiny? Answers to these questions and more are provided in this class that examines the proper techniques and methods for investigation complaints, employee performance issues, and disturbances in the workplace.

Dates: 3/14/18 or 9/11/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

WORKERS' COMPENSATION

Target Audience: Safety Managers, Risk Managers, HR Professionals and others with safety and workers' compensation responsibilities. Once the claim is filed, the employer loses. Effective management of the workers' compensation arena must include loss control as well as claims management. It all starts with a fundamental understanding of the workers' compensation insurance coverage requirements for employers in South Carolina. Included are: Discussions of actual workers' compensation claims and analyses of proper and improper ways of handling them, injury investigation and claims reporting, documenting and tracking workers' comp costs, controlling medical costs, and premiums and managing the insurance underwriter and broker.

Dates: 2/1/18 or 8/22/18 • **Price:** \$235.00 ~ **EASC Member Price:** \$195.00

EASC 2017 TRAINING SCHEDULE BY QUARTER

1st QUARTER

January:

16 Harassment
17 Better Business Writing
18 Immigration Reform
23 Supervisory Safety Responsibilities
24 New Employee Orientation
25 Behavioral Interviewing
31 Negotiating Skills – The Basics

February:

1 Workers' Compensation
6-7 Intro to Supervision
8 Do's and Don'ts: NLRA
13 FMLA/ADA
COBRA /HIPAA
14 Team Building
20-21 Affirmative Action Plan Preparation
22 Time Management
23-24 OSHA 10 Hour General Industry Course
27 Job Descriptions
28 Dealing with Employee Performance Issues

March:

1 HR Policies and Employee
6, 13, 20, 29, April 3, 10
SHRM Certification
7 Delivering Effective Presentations
8 Wage and Salary Administration
14 Change Management
16 Workplace Investigations - Done the Right Way
15 Finance for Non-Financial Managers
21 Dynamic Decision Making
22 Job Evaluation and Pricing
29 Discipline & Coaching For Success

2nd QUARTER

April:

4 FLSA/Wage Hour Issues

4-5 Introduction to Supervision

10 Do's and Don'ts: NLRA

11 Developing an Effective Safety Process

16-20 OSHA 30 Hour General Industry Course

24 Employment Law For Managers and Supervisors

235 Delegating For Results

May:

1, 2, 3, 4 HR Management Institute

15 Dispute Facilitation and Conflict Resolution

16 Business Ethics

17 Performance Evaluations

23-24 "Career Off-Track" Coaching

30-31 Maximizing Organizational Effectiveness

June:

5 HR Audit – HR Department & HR Culture

6 Harassment

12-13 Know Yourself and Others

14 Meeting Facilitation

20-21 Leadership Development (LEAD)

3rd QUARTER

July:

10-11 Introduction to Supervision
18 New Employee Orientation
19 Negotiating Skills – The Basics
24 Do's & Don'ts: NLRA
25 Team Building
26 Wage and Salary Administration
31 Job Descriptions

August:

1 Change Management
7-11 OSHA 30 Hour General Industry Course
16 Finance for Non-Financial Managers
21 FLSA/Wage-Hour
22 Workers' Compensation

September:

5 Dealing with Employee Performance Issues
6 Employment Law For Managers and Supervisors
11 Workplace Investigations - Done the Right Way
12 Delivering Effective Presentations
13 Time Management

18-19 OSHA 10 Hour General Industry Course

25-26 Introduction to Supervision

27 HR Policies and Employee Handbooks

4th QUARTER

October:

3 Developing an Effective Safety Process

4 Dispute Facilitation and Conflict Resolution

2, 9, 16, 23, Nov. 6, 13
SHRM Certification

5 Do's & Don'ts: NLRA

10 Discipline & Coaching For Success

17 Job Evaluation and Pricing

18 Better Business Writing

24 Delegating For Results

25 HR Audit – HR Department & HR Culture

31 Performance Evaluations

November:

1 Supervisory Safety Responsibilities

7-8 Affirmative Action Plan Preparation

14 Dynamic Decision Making

15 Business Ethics

December:

5 FMLA/COBRA/HIPAA
12-13 "Career Off-Track" Coaching
19 Immigration Reform

EASC TRAINING OPPORTUNITIES SEMINAR ENROLLMENT FORM

MAIL: Employers Association of S.C., 104 Corporate Boulevard, Suite 408, West Columbia, SC 29169
 PHONE: (803) 783-0368 FAX: (803) 783-3216 EMAIL: info@eascinc.com

Please type or print. Thank you.

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP _____

PHONE: _____ FAX: _____ EMAIL: _____

AUTHORIZED BY: _____ TITLE: _____

(print name)

Confirmation, invoice, and reminders will be sent to the authorizing name unless noted otherwise.

PARTICIPANT	CLASS NAME	DATE	FEE
			\$
			\$
			\$
			\$
			\$
			\$

PLEASE DUPLICATE THIS SHEET FOR ADDITIONAL NAMES

TOTAL: \$

METHOD OF PAYMENT	EASC FEDERAL ID# 57-0845061
CHECK ENCLOSED	PAYABLE TO EASC
PLEASE BILL COMPANY	
VISA/MC	Exp Date V Code
NAME	
PLEASE SEND INFORMATION ABOUT EASC	

CANCELLATION AND NO SHOW POLICY: A full refund will be given for cancellations prior to four working days before the scheduled program. A \$25 service fee will be assessed per registrant after this date. Registrants cancelling less than 48 hours prior to the program will be charged the full amount. The entire fee will apply to No Shows. Substitutions are welcome at any time.