

2017



I A M L INSTITUTE FOR APPLIED MANAGEMENT & LAW, INC.

The Professional's Choice in Training Since 1979



Scottsdale
February 13-17



Atlanta
May 1-5



Orlando
July 17-21



Newport Beach
August 21-25



Las Vegas
October 16-20

THE CERTIFICATE IN ESSENTIALS OF HUMAN RESOURCE MANAGEMENTSM SEMINAR

**The Nation's Leading Seminar Covering
All Important Aspects of Human Resource
Management...Since 1983!**



Terrific faculty with real world experience and insight.

Time-tested curriculum designed for today's complex workplace.

Relevant, timely and authoritative information.

"Hands down...the best training seminar I've even been to. The speakers were amazing and inspirational and the material covered was relevant. Overall...completely satisfied and have already recommended to my team! Thank you!"

Katherine Delamater
Human Resources Specialist
Southeast Toyota Distributors, LLC
Jacksonville, Florida



2017

The Certificate In Essentials of Human Resource ManagementSM Seminar

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Seminar Advantages!

- Time-tested curriculum designed for today's complex workplace.
- Relevant, timely and authoritative information.
- Talented and savvy faculty with real world experience and terrific platform skills.
- Participants earn the prestigious and widely recognized Certificate in Human Resource ManagementSM from IAML, one of the nation's leading training organizations.
- Enjoyable collegial atmosphere encourages networking.

"Everything was great!"

Helen Benbow
Human Resources Specialist/
Recruiter
McLeod Health
Cheraw, South Carolina

This 4 1/2 day seminar has been approved for 29.75 credit hours towards PHR and SPHR recertification through the HR Certification Institute. The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this seminar has met the HR Certification Institute's criteria to be pre-approved for recertification credit.

The Institute for Applied Management & Law, Inc. is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CPSM or SHRM-SCPSM. Earn 29.75 PDCs by attending this 4 1/2 day seminar.



INSTITUTE FOR APPLIED MANAGEMENT & LAW, INC.

450 Newport Center Drive, Suite 390
Newport Beach, CA 92660
Telephone: (949) 760-1700
Facsimile: (949) 760-8192

www.IAML.com



Dear Colleague:

IAML's Certificate in Essentials of Human Resource ManagementSM Seminar provides a broad and practical foundation of knowledge in important human resource topics. Whether you are new to the HR field, or are in need of an update, this seminar is information-packed and empowering.

Offered at attractive locations nationwide, this seminar features an outstanding faculty of experienced employment law attorneys and highly qualified human resource consultants. All have impressive teaching skills and excellent track records teaching IAML seminars.

The first two days (presented by savvy employment law attorneys) cover all of the major employment laws and regulations and how to comply with the legal requirements. The last 2 1/2 days cover topics such as staffing, training, compensation, and other important human resource subjects.

You, or a member of your staff, will certainly benefit professionally by attending this popular seminar, and you will enjoy yourself as well.

Sincerely yours,

Scott H. Schroeder
Scott H. Schroeder
Vice President

Partial List of the Thousands of Participating Organizations

Activision Blizzard, Inc.	County of Gwinnett	Hecla Mining Company	Newmont Mining Corporation	Synovis Surgical Innovations
Air Cargo Carriers, Inc.	County of Montgomery	Heinz North America	Northtec LLC	T-Mobile USA, Inc.
Alcoa	Crawford Communication, Inc.	Hill-Rom	OSI Restaurants	Time Warner Cable
Allergan	CWS Apartment Homes	Home Depot, Inc.	P & H MinePro	TJX Companies, Inc.
American Express	Darden Restaurants, Inc.	Intermountain Healthcare	Payless ShoeSource, Inc.	Toshiba America Medical Systems
American Greetings	Denison Industries	International Coffee & Tea, LLC	PGT Industries	Toyota Material Handling U.S.A.
American Water	Dow Corning Corporation	Invista	Plexus Corp.	Toyota Motor Sales, U.S.A., Inc.
Apple Inc.	Durango-McKinley Paper Co.	Ion Media Networks	Polo Ralph Lauren Corporation	Travelers Insurance Co.
Aramark Corporation	Eckart America	Ista Pharmaceuticals, Inc.	Portland General Electric Co.	TriWest Healthcare Alliance
Arch Coal, Inc.	Energen Corporation	JM Family Enterprises	Pratt & Whitney Rocketdyne	U.S. Department of State
AstraZeneca Pharmaceuticals LP	ENSCO, Inc.	Jos. A. Bank Clothiers, Inc.	PRO-TEC Coating Company	United States Steel Corporation
Authentic Specialty Foods, Inc.	Epson America, Inc.	K. Hovnanian Homes	Procter & Gamble	United Stationers Co.
Axway, Inc.	Ericsson	Kimberly-Clark Corporation	Quartz Corporation	University of Akron
Barrick Gold of North America, Inc.	Estee Lauder Companies	Koch Industries, Inc.	QVC Network	University of Kentucky
Batesville Casket Company	Expancel Inc.	Koch Supply & Trading	Ralcorp Holdings, Inc.	URS Corporation
BHP Billiton	ExxonMobil	Kraft Foods Inc.	Robert Bosch Corporation	Vanguard Group, Inc.
Billy Graham Evangelistic Association	Federal Express	Kroger Company	Ruiz Foods	Warner Bros.
Boar's Head Provisions Co., Inc.	Federal Reserve Bank	Liberty Mutual Group, Inc.	Salt River Materials Group	Waste Management, Inc.
Brookhaven National Laboratory	Federated Mutual Insurance Co.	LifeNet, Inc.	San Francisco Public Utilities Commission	WCM Industries, Inc.
CarlMax	Flint Energy Services	Los Alamos National Laboratory	Sandia National Laboratories	WellPoint Inc.
Cash America International, Inc.	Florida Power & Light	Lowe's Companies, Inc.	ServiceMaster Company	Western & Southern Financial Group
Celanese Chemical Co. Inc.	Florida's Natural Growers	Loyola College in Maryland	Simonton Windows	Western Refining Company
Chemring Ordnance	Fluor Corporation	Macy's	SOC LLC Hawthorne	Whatcom Council of Governments
Chugach Alaska Corporation	FMC Corporation	Masco Corporation	Sonoco Products Company	Whittaker Controls, Inc.
CITGO Petroleum Corporation	GAIAM, Inc.	Materion Corporation	Southeastern Freight Lines, Inc.	Williams Companies, Inc. (The)
CitiTrends, Inc.	General Dynamics	Mayo Clinic Rochester	Southern California Edison Company	World Omni Financial Corp.
City of Dothan	Gerdau AmeriSteel Corporation	Merchant Link, LLC	Southern Illinois Healthcare	Worthington Industries, Inc.
City of Olathe	Gila River Gaming Enterprises, Inc.	Merriman	State Farm Insurance Companies	Wyoming Medical Center
City of Overland Park	Gilead Sciences, Inc.	Midwestern University	State of Louisiana	ZIP-PAK
Comcast Cable Communications	GlaxoSmithKline	Mikron Industries, Inc.	State Street Global Advisors	
County of Olallam	Gulfstream Aerospace Corp.	MillerCoors LLC	Stillwater Mining Company	
County of Clark	Hannaford Bros. Co.	MTS Medication Technologies	Stora Enso North America Corp.	
County of Cook	Hayes Lemmerz International	Navistar International Corporation		

Features and Benefits

of the Certificate in Essentials of Human Resource ManagementSM Seminar

AN OVERVIEW

Presented by IAML for more than 30 years, The Certificate in Essentials of Human Resource ManagementSM Seminar provides comprehensive and practical coverage of many important aspects of human resource work. The objective of the program is to help participants immediately become more effective on the job, while helping them prepare for greater responsibilities.

OBJECTIVES

All instruction and reference materials are developed so they can be applied in the everyday workplace. Participants learn the essentials of employment law, compensation program design and planning, key training techniques to develop a performance based evaluation program, HR decision metrics, and HR strategies.

INSTRUCTORS

Each seminar features block leaders who are employment law attorneys with extraordinary legal backgrounds and nationally known human resource consultants who have extensive practical experience. All are veteran IAML presenters with outstanding platform skills.

SEMINAR STRUCTURE

The Certificate in Essentials of Human Resource ManagementSM Seminar is comprised of two “blocks” of instruction, which are completed over 4½ consecutive days.

INTERACTION

Faculty members use skill development techniques and practical classroom application of the information during the entire program. Questions are openly encouraged from all participants during the programs, breaks and after the sessions.

Participants will find a collegial atmosphere which fosters the sharing of ideas and experiences.

SEMINAR FORMAT

BLOCK I 2 Days
Monday & Tuesday
Legal Aspects of HR Management

BLOCK II 2½ Days
Wednesday, Thursday,
& Friday
Human Resource Management

WHO SHOULD ATTEND

IAML believes that anyone currently involved in human resources, or anyone wanting to become involved, would benefit by participating in this program. For those new in the field, this program will provide an extremely valuable foundation and the skills necessary for a successful career in human resources.

For those already in the field, this program will provide an excellent overview, as well as new insights regarding many aspects of human resources.

Representative Titles of Participants

Administrative Assistant
Business Services Manager
Employee Relations Representative
Employment Manager
Executive Assistant
Human Resources Representative
Human Resources Assistant
Human Resources Associate
Human Resources Supervisor
Human Resources/Payroll
Senior Recruiter
Staffing Specialist
Vice President Human Resources
Onboarding Consultant

PROFESSIONAL EDUCATION

Human Resource Certification Institute (HRCI)

This seminar has been approved for 29.75 (general) recertification credit hours toward PHR, SPHR, and GPHR recertification.

Society of Human Resource Management (SHRM)

The Institute for Applied Management & Law, Inc. is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CPSM or SHRM-SCPSM. Earn 29.75 PDCs by attending this 4½ day seminar.

International Foundation of Employee Benefit Plans

Earn 29.75 Continuing Education Credits towards CEBS recertification.

“Brenda Heinicke was absolutely amazing! Her energy, enthusiasm and knowledge made it easy and fun to learn. Cindy Cook was very knowledgeable and had interesting material. I very much enjoyed both blocks of instruction.”

**Jessica Going • Human Resources Specialist
Day & Zimmerman Hawthorne Corp. • Hawthorne, Nevada**

BLOCK I

Legal Aspects of HR Management

Monday & Tuesday

Employment Law

Overview:

KNOWLEDGE EVERY MANAGER AND SUPERVISOR NEEDS TO HAVE TO REDUCE THE EMPLOYER'S LEGAL RISK

Employment Discrimination Law

- Title VII of the 1964 Civil Rights Act (discrimination and retaliation)
- The Age Discrimination in Employment Act
- The Americans with Disabilities Act (including reasonable accommodation and undue hardship)
- The 1991 Civil Rights Act
- The Equal Pay Act
- Executive Order 11246/ Affirmative Action
- The Rehabilitation Act
- State discrimination laws

Kinds of Discrimination

- Disparate treatment
- Disparate impact
- Harassment (including sexual harassment)

How Discrimination is Proven

- Direct evidence (“smoking guns”)
- Circumstantial evidence
- Statistical/numerical evidence

Specific Laws/Rules Regarding Employment Termination

- “Employment at-will”
- Public policy discharge
- Implied contracts
- Whistle-blower laws

Labor Standards Laws

- Fair Labor Standard Act (wage-hour, overtime, child labor)
- Occupational Safety and Health Act
- Family and Medical Leave Act

Labor Law –The National Labor Relations Act Miscellaneous

- Worker's Compensation
- COBRA
- ERISA
- WARN

Potential Personal/Individual Liability for the Manager/ Supervisor

Safety and Security Issues in Today's Workplace

How to Cope:

COMPLYING WITH THE LEGAL REQUIREMENTS

Employee Selection: Hiring and Interviewing Employees

- How to avoid costly hiring mistakes
- What to look for
- What not to ask
- Negligent hiring
- Objective vs. subjective criteria
- Workplace diversity issues
- Employee orientation
- Drug testing/medical evaluations

Managing, Training and Supervising Employees

- What is/is not “harassment” on the job
- The importance of good communication
- Negligent retention/ supervision
- Job assignments/onerous work/overtime
- Employee safety
- Job accommodation/ pregnancy/family-medical leaves
- Employee privacy/electronic monitoring
- Drug and alcohol policies/ practices
- Investigating/reporting employee complaints
- The supervisor or manager who keeps notes, a diary, or a notebook about his/her employees

Evaluating/Appraising Employees

- Importance of the evaluation in litigation/employee relations
- The biggest obstacles to honest, accurate evaluations
- How to correct performance/ conduct problems
- The self-appraisal as an important management tool
- How to say what you mean on an evaluation

Employee Discharge and Discipline

- A detailed checklist for supervisors and managers to reduce the likelihood of “wrongful discharge” and/or claims of discrimination
- Unemployment claims
- Requests for a job reference/ defamation risks

BLOCK II

Human Resource Management

Wednesday, Thursday, & 1/2 day Friday

Through a Strategic Planning Case Study, participants will learn to assist in the development of their own organization's Strategic Human Resources Plan through the use of systematic processes and HR metrics.

Strategic HR Management

is concerned with maintaining organizational competitiveness by achieving HR effectiveness through the use of HR measurement and HR technology. Through HR planning, managers must anticipate the future supply and demand for employees. An additional strategic HR concern is employee retention. Learn about what the HR Strategic Role entails and how to leverage them at your organization. We will review HR roles, competencies, and current challenges such as: The globalization of business; economic and technological changes; occupational shifts; workforce availability and demographics; and organizational costs. Learn the value of HR Effectiveness and Financial Performance by determining the ROI of all resources and expenditures. Learn about the HR scorecard, measurement and benchmarks and how to show value to your organization.

Equal Employment Opportunity (EEO) and Diversity

EEO laws and regulations require compliance that affects all other HR activities. The diversity of multicultural and global workforces has created more challenges. For instance, a company must have sufficient diversity to meet affirmative action requirements. In this section you will learn:

- how to conduct an HR audit
- what EEO record retention is
- what an EEO reporting form is
- what Applicant Flow Data means
- what are executive orders
- what types of diversity training are available.

Staffing and Retention

emphasizes the need to provide an adequate supply of qualified individuals to fill the jobs in an organization. Job analysis serves as the foundation for achieving this goal. Learn how to choose the proper job analysis strategy and the difference between job task analysis and competency based job analysis:

- Learn what the steps of the job analysis process are.
- Learn to develop proper job descriptions.
- Understand that recruiting applicants and selection are required to procure a workforce.
- Learn about the employee psychological contract; job satisfaction; individual performance factors; motivation strategies;

- retention interventions; and cost of employee turnover.
- What is employment branding and how your organization should do it.
- What are the internal and external recruiting sources you should tap?
- How do you properly select and place candidates?
- What is the selection process and should you test?

Talent Management, Performance Management and Development — encompasses:

- Orientation of new employees
- Training
- HR development of all employees and managers to meet future challenges
- Career planning
- Performance management which focuses on how employees perform their jobs
- Succession planning
- Workforce realignment
- Mergers and acquisitions
- Types of training deliveries, assessments, and learning styles
- Training metrics
- Benchmarking
- ROI analysis

Effective Performance Management Systems should do the following:

- Clarify what the organization expects
- Provide performance information to employees
- Identify areas of success and needed development
- Document performance for personnel records

- Learn about the different types of performance appraisals and how to maximize them for your company

Compensation and Benefits

compensation in the form of pay, incentives, and benefits rewards people for performing organizational work. Employers must develop and refine compensation systems and may use variable pay programs. Because so many organizational funds are spent on total reward systems for employees, a number of important decisions must be made to achieve the following objectives:

- Legal compliance with all appropriate laws and regulations
- Cost effectiveness for the organization
- Internal, external and individual equity for employees
- Performance enhancement for the organization
- Performance recognition and talent management for employees

Learn how to:

- Job price
- Make market comparisons
- Pros and cons of job evaluations
- Different pay structures
- Compliance issues that should be evaluated.
- Consider compensation trends, projections and strategies
- Learn the Benefits Strategy, design and measurement for your organization
- Learn about the different types of benefits such as government mandated, voluntary, security, retirement and health benefits.

Risk Management and Worker Protection

for decades, employers have been required to meet legal requirements and be responsive to concerns for workplace health and safety. In addition, workplace security has grown in importance along with disaster and recovery planning. Learn the nature of Health, Safety and Security. Learn the legal compliance organizations must adhere to such as OSHA, PPE, Blood-borne Pathogens, Ergonomics and Workplace Air Quality.

2017 Seminar Schedule

SCOTTSDALE, AZ	ATLANTA, GA	ORLANDO, FL	NEWPORT BEACH, CA	LAS VEGAS, NV	Locations
February 13-17, 2017 Embassy Suites by Hilton Scottsdale Resort (480) 949-1414 	May 1-5, 2017 W Hotel Buckhead (678) 500-3100 	July 17-21, 2017 Buena Vista Palace (407) 827-2727 	August 21-25, 2017 Newport Beach Marriott Hotel & Spa (949) 640-4000 	October 16-20, 2017 Planet Hollywood Resort & Casino (866) 919-7472 	
Block I: February 13-14 Legal Aspects of HR Management Brenda K. Heinicke, Founder Law Offices of Brenda Heinicke	Block I: May 1-2 Legal Aspects of HR Management Bryan Stillwagon, Associate, Sherman & Howard	Block I: July 17-18 Legal Aspects of HR Management Wayne W. Williams, Attorney Law Office of Wayne Williams	Block I: August 21-22 Legal Aspects of HR Management Brenda K. Heinicke, Founder Law Office of Brenda Heinicke	Block I: October 16-17 Legal Aspects of HR Management Gregg Jay Tucek, Esq., Vice President of Legal Affairs Bashas', Inc.	
Block II: February 15-17 Human Resource Management Di Ann Sanchez, PhD, SPHR, SHRM-SCP, Founder DAS HR Consulting, LLC.	Block II: May 3-5 Human Resource Management Di Ann Sanchez, PhD, SPHR, SHRM-SCP, Founder DAS HR Consulting, LLC.	Block II: July 19-21 Human Resource Management Di Ann Sanchez, PhD, SPHR, SHRM-SCP, Founder DAS HR Consulting, LLC.	Block II: August 23-25 Human Resource Management Di Ann Sanchez, PhD, SPHR, SHRM-SCP, Founder DAS HR Consulting, LLC.	Block II: October 18-20 Human Resource Management Di Ann Sanchez, PhD, SPHR, SHRM-SCP, Founder DAS HR Consulting, LLC.	
Overlooking Camelback Mountain in the heart of Scottsdale, Embassy Suites by Hilton Scottsdale Resort features contemporary two-room suites with WiFi, 43-inch HDTVs and spacious work stations, fitness center, two resort-style swimming pools, and tennis court. Guests enjoy a complimentary cooked-to-order breakfast, and evening social with complimentary drinks and snacks. Conveniently located near vibrant Old Town, the Shopping and Entertainment Districts.	Enjoy fine shopping, fine dining or fine entertainment. Experience the action at Whiskey Blue Atlanta, Buckhead's hippest rooftop bar, which beckons from the 12th floor. Enjoy the country-club cool feel of our Thom Filicia-designed Living Room Atlanta or tempt your tastebuds in our new restaurant, Cook Hall, which features hand crafted cocktails and contemporary cuisine. Give your body a workout in FIT, our fully equipped fitness center, or give it some sun on our WET® deck, complete with the only infinity-edge pool overlooking famed Peachtree Road. Relax and slip into your very own slice of heaven. Push the Whatever/Whenever® button on your phone and our team will deliver whatever you want, whenever you want it (as long as it's legal). Whatever you desire, this Buckhead Atlanta hotel has it all.	Buena Vista Palace, an official Walt Disney World Resort, is a contemporary haven offering luxurious accommodations, a majestic lobby and unsurpassed hospitality. Guests enjoy complimentary transportation to the Walt Disney World Theme Parks. Plus, park tickets are never a problem. Admission is guaranteed for Buena Vista Palace guests, even if the parks are full. Guest rooms are stylishly appointed and feature 32" HDTV, a mini-refrigerator and high-speed and wireless internet access. The hotel features a 10,000 square-foot spa, three heated swimming pools, Jacuzzi and sauna, and several restaurants and lounges.	Surround yourself in luxury and convenience at Newport Beach Marriott Hotel & Spa. Enjoy easy access to California's most pristine beaches, popular attractions such as Balboa Island and Corona del Mar, and premier shopping and dining at Fashion Island. Slumber in style in our spacious guest rooms and suites featuring sweeping Pacific Ocean views, plush furnishings, and expansive marble bathrooms. Treat yourself to tranquility at Pure Blue, or full-service spa, a saltwater lap pool and state-of-the-art fitness center. Savor exquisite dining at Sam & Harry's, our renowned steakhouse.	The 4-star Planet Hollywood Resort features rooms that meet its Hollywood theme, each room is dedicated to a certain movie and feature actual props and memorabilia from the film. You're just minutes away from the Bellagio, the Cosmopolitan, Paris Casino, the Desert Passage Shops and the Shops at Crystals. Guest rooms include 42-inch plasma tv's, pillow-top mattresses and PH Hip Luxury Bedding. Enjoy two outdoor pools, a children's pool, the strip's first FlowRider Wave-in-a-Box Double, a full-service spa, and fitness center. Hungry? The resort is home to 20 onsite restaurants. Feel like shopping? More than 150 world-class and one-of-a-kind retail shops and several unique restaurants can be found in the Miracle Mile Shops.	Hotel & City Information

IAML's DVD Training Products



John F. Wymer, III, left, and Raymond M. Deeny, right, (partners in Sherman & Howard) on the production set.

IAML offers proven DVD training products that are being utilized by thousands of organizations. A 33-title Employment Law Series that includes updated DVD's on Sexual Harassment, ADA, and FMLA, and new DVD's on Retaliation, Electronically Stored Information, and How To Give Your Best Testimony. In addition, a five-title

Employment Law Compliance Program includes an optional testing and certification component. All of these DVD's feature two of IAML's highly rated instructors, Raymond M. Deeny and John F. Wymer, III. Free previews are available. Please call IAML for further details or to request a brochure.

IAML's User Friendly E-Learning Solutions

IAML offers more than 80 e-learning training courses ranging from employment law compliance and environmental, health and safety to business and managerial skills. Each online training course is concise, engaging, highly informative and cost effective.

IAML is pleased to offer a FREE demonstration of any of our online training courses (please call us or visit our website for a complete listing). All you need to do is call IAML at (949) 760-1700 and provide your email and we will give you a personalized password that will allow you access to any of IAML's online training courses for evaluation purposes. If you have any questions regarding our online training (including cost information), please call us today.

About IAML

The Institute for Applied Management & Law, Inc. (IAML) was founded in 1979 to produce practically-oriented, educational programs for management professionals. Tens of thousands of professionals from thousands of organizations have participated in IAML programs. In addition to the Certificate in Essentials of Human Resource ManagementSM Seminar, IAML offers the following programs:

- The Certificate in Employee Relations LawSM Seminar
- The Advanced Certificate in Employment LawSM Conferences
- The Certificate in Employee Benefits LawSM Seminar
- The Advanced Certificate in Employee Benefits LawSM Seminar
- Certificate in Conducting Lawful Workplace InvestigationsSM Seminar
- Webinars
- IAML E-Learning Training

IAML also offers in-house training programs and the following DVD training products:

- 33-Title Employment Law DVD Series
- Employment Law Compliance ProgramSM Call for your free review of these DVD's.

“Thank you for the insight and facilitated discussions. It was beneficial to hear about actual cases and learn how other HR professionals solve problems.”

Olivia Gunter
HRIS Analyst
Mubea, Inc.
Florence, Kentucky

“I look forward to taking another course with IAML.”

Christine Lowe
Benefits Supervisor
City of Ontario
Ontario, California

Faculty Biographies

CINDY S. COOK



is a human resources consultant with over thirty years of practical, hands-on experience in both government and large corporate environments. For several years, she worked for American Express, most recently as the director of employee relations. Her vast experience includes designing, managing, and delivering services in such areas as: organizational design; workforce analysis and manpower planning; establishing pay and benefit levels; employee relations; performance evaluation; personnel management policy and procedures; HR management information systems; global workplace diversity; and skill-specific and developmental training. She received her B.S. degree, *summa cum laude*, in Developmental Psychology from Westminster College.

BARBARA L. FIELDER



is a successful entrepreneur, leader and business owner of a human resources consulting and management training firm. With more than 28 years of human resources and leadership experience she is a much sought-after consultant and seminar/ workshop leader and trainer. Ms. Fielder writes frequently on topics which cover a wide range of business, leadership and communication issues for businesses large and small. She is the author of *I'm Communicating, But...Am I Being Heard?* and *Motivation in the Workplace*. Ms. Fielder earned her Master in Human Resources from Kennedy-Western University, and Bachelor of Science in Business Administration, with distinction, from the University of Redlands. She is listed in *Who's Who in the West*, in *Education, in America*, *American Women* and *Who's Who in the World*.

BRENDA K. HEINICKE



is an attorney and employment law consultant. Ms. Heinicke advises and defends employers in a broad range of labor and employment law issues, including discrimination, sexual harassment, and wrongful termination cases. She represents employers in all aspects of employment-related

litigation in state and federal trial and appellate courts, as well as in labor arbitrations. Ms. Heinicke is the co-chairperson for the Labor and Employment Department of the El Paso County Bar Association and recently received the bar association's Outstanding Young Lawyer award. She received her J.D. with honors from the University of Denver Law School in Denver, Colorado and was selected for the Order of St. Ives.

JASON C. KIM



is a partner with Neal, Gerber & Eisenberg's labor and employment practice group, where he represents employers in all aspects of labor and employment law. He defends employers in arbitration and litigation matters brought under a variety of employment-related statutes. He represents and counsels clients in the full range of traditional labor matters. He earned his J.D. *cum laude* from the University of Illinois.

DI ANN SANCHEZ



Di Ann Sanchez is the founder of DAS HR Consulting LLC, a HUB certified firm focused on creative and non-traditional Human Resources programs and services. Ms. Sanchez has over 25 years of experience and has held executive Human Resources positions with both private and public companies. She has extensive experience in: Compensation, Benefits Planning, Recruiting, Retention Strategies, Diversity, Compliance Training, Succession Planning, Talent Management, Shared Services, HR Technology, Employee and Labor Relations, HR Audits, DiSC Assessments, and Strengths Training. She received her Bachelor's Degree from UCLA, Master's Degree in Organizational Management from the University of Phoenix, and is currently pursuing her Ph.D. in Organizational Management and Human Resources from Capella University.

BRYAN STILLWAGON



is an Associate in the Labor & Employment Group of Sherman & Howard's Atlanta office. His experience covers a broad

spectrum of issues affecting the employer-employee relationship. In addition to defending against numerous claims brought by plaintiffs and the EEOC under Title VII, the ADEA, and the ADA, Mr. Stillwagon has spent significant time advising and defending clients in exempt status and independent contractor matters under the FLSA on both an individual and collective action basis. He was listed in *Georgia Trend's* 2013 Legal Elite and is the co-author of "How Much Leave is Enough? Reasonable Accommodation, Undue Hardship, and the Intersection of the FMLA and the ADA," published in the *Employee Relations Law Journal* (Spring 2014). Mr. Stillwagon earned his J.D., *cum laude*, from the University of Georgia School of Law and his B.A. in International Affairs with a minor in Spanish, *summa cum laude*, from the University of Georgia.

GREGG JAY TUCEK, ESQ.



is an attorney and Vice President of Legal Affairs for Bashas', Inc. Formerly, he was a partner with the law firm Sherman & Howard where he practiced exclusively in the area traditional labor and employment law. He represented employers in preventing and defending lawsuits in personnel-related litigation brought by individuals and government agencies. He is a member of the Labor and Employment Law Section of the Arizona and American Bar Associations. He received his law degree, *cum laude*, from William Mitchell College of Law.

WAYNE W. WILLIAMS



is an attorney in private practice in Colorado Springs. His practice includes employment discrimination and wrongful discharge litigation, employment law advice, traditional labor law, and wage and hour law. He received his J.D. degree from the University of Virginia where he was on the editorial board of the *Journal of Law and Politics*. He was appointed to the National Association of Counties Labor and Employment Steering Committee. He currently is Secretary of State for the State of Colorado.

Registration Information

TO REGISTER

You may register in a seminar by any of the following methods:

- ☒ Telephone IAML at (949) 760-1700 to reserve space(s).
- ☒ Fax the registration form to IAML at (949) 760-8192.
- ☒ Register online at www.IAML.com

(IAML will confirm fax and e-mail registrations in writing. If you do not receive confirmation within three days, please call IAML.)

- ☒ Mail the registration form to:
Institute for Applied Management & Law, Inc.
450 Newport Center Drive
Suite 390
Newport Beach, CA 92660

IAML has made arrangements for participants to receive especially attractive room rates at the hotels where the seminars will be held. To reserve a room at a hotel at the special rate, please make your hotel reservations at least four weeks in advance of the seminar and mention that you are participating in an IAML seminar.

Registrants are responsible for making their own hotel reservations.

Please note: If you experience any difficulty in making your hotel reservation, even within the four weeks prior to the program you wish to attend, please call IAML.

Through IAML's contacts, there is a good possibility that we can help you secure a reservation at the seminar hotel.

COSTS/SCHEDULE

The fee for the full 4½ day Certificate in Essentials of Human Resource ManagementSM Seminar is \$2,375.00, which includes all seminar materials and coffee breaks. Registration fees for those wishing to enroll in only portions of the program are:

BLOCK I (Monday and Tuesday): \$1,050.00 (2 days)

BLOCK II (Wednesday, Thursday, Friday): \$1,475.00 (2½ days)

PROGRAM SCHEDULE:
Monday through Thursday, 8:00am to 4:00pm Friday, 8:00am to 12:00 noon

DISCOUNTS

Many organizations receive discounts from IAML. Please call to see if your organization qualifies. Once an organization has registered a representative for any of the full, 4½-day 2017 Certificate in Essentials of Human Resource Management Seminar, subsequent registrants from the same organization are entitled to a discount. A \$100.00 discount is available for each subsequent 4½ day registrant. Note:

Participants need not attend the same location or date, however discounts must be requested at the time of registration.

PAYMENT OPTIONS

A minimum of one-half of the total fees due to IAML should accompany your registration, or a Purchase Order Number should be provided. The total fees payable should be received by IAML at least two weeks prior to the seminar. Arrangements such as deferred billing can be made to accommodate special circumstances by contacting us. IAML accepts AMEX, Discover, MasterCard, and VISA.

Participants will receive a full refund of any fees paid if IAML receives written notification that they will be unable to attend at least two weeks prior to their program's starting date. Otherwise, participants are liable for the entire fee. Registrants request a transfer to another program within this two week period will be charged an additional fee of \$150.00.

You may substitute an associate at any time. While registrations may be accepted within two weeks prior to the beginning of a program, we suggest that you call IAML to confirm space availability.

"Great coverage in both legal and real world issues."

Johnnie Hayes
Payroll Manager
Williamson-Dickie Manufacturing Company
Ft. Worth, Texas

"The instructors were fantastic."

Mark Mattek
Business Partner Executive Director,
People & Organization
Sony Pictures Entertainment
Culver City, California

"The seminar was extremely informative and lead by knowledgeable instructors. I left the seminar with valuable information that will allow me to be successful in implementing policies and procedures at my company."

Megan Kelly
Human Resources Customer Service
Compass Laboratory Services
Memphis, Tennessee

REGISTRATION FORM The Certificate in Essentials of Human Resource ManagementSM Seminar

I WISH TO REGISTER FOR THE FOLLOWING SEMINAR:

- SCOTTSDALE February 13-17
- ORLANDO July 17-21
- LAS VEGAS October 16-20
- ATLANTA May 1-5
- NEWPORT BEACH August 21-25

I AM REGISTERING FOR: COMPLETE SEMINAR BLOCK I ONLY* BLOCK II ONLY*

*Participants may register in only one block, although participation in the full 4½ day seminar is recommended.

Name: Mr. Ms. _____ E-mail Address: _____

Title: _____ Bus. Phone: (____) _____ Ext.: _____ Fax #: (____) _____

Employer: _____ Employer Address: _____

City: _____ State: _____ Zip: _____ (Please include mail stop if required)

NAME AS YOU WOULD LIKE IT TO APPEAR ON CERTIFICATE (FULL SEMINAR REGISTRANTS ONLY):

Signature: _____ Date: _____

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2017

Scottsdale
February 13-17

Atlanta
May 1-5

Orlando
July 17-21

Newport Beach
August 21-25

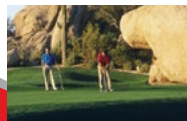
Las Vegas
October 16-20



Newport Beach
August 21-25



Las Vegas
October 16-20



Scottsdale
February 13-17



Atlanta
May 1-5



Orlando
July 17-21

“Brenda Heinicke was fantastic! She did an amazing job of presenting the information clearly and concisely. Her high energy level engaged us in thought provoking conversations instead of ‘talking at us’ like many instructors tend to do.”

Brittany Hepler
Operations Manager
Dayle McIntosh Disability Resource
Garden Grove, California

“Loved Di Ann Sanchez’ energy, background and facilitation style.”

Yvette C. Klepper, SPHR
Human Resources Director
National Council on Compensation Insurance
Boca Raton, Florida

“Wayne was a great presenter – he encouraged attendee interaction.”

Jing Fu
Human Resources Shared Services Specialist
Gilead Sciences, Inc.
Foster City, California

“Both instructors were very knowledgeable and their style kept the material interesting!”

Christina Kennedy
Assistant Executive Director
Loving Care Hospice & Home Health
London, Ohio