



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.



Scottsdale, Arizona
March 4-8, 2019



Atlanta, Georgia
April 8-12, 2019



Orlando, Florida
July 15-19, 2019



Newport Beach, California
August 12-16, 2019



Nashville, Tennessee
September 9-13, 2019



Las Vegas, Nevada
October 21-25, 2019

"I thought the program was really strong - the materials and content were excellent. Engaging presenters with good stories and examples to help illustrate the concepts discussed."

Jeannine Bailey • Fleet Human Resources Manager • Southern Nuclear Operating Co. • Birmingham, Alabama



2019

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Newport Beach, CA
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Nashville, TN
September 9-13, 2019

Las Vegas, NV
October 21-25, 2019

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.

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.IAAML.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
Vice President

Partial List of the Thousands of Participating Organizations

AdColony	Deltic Timber Corporation	MCH Electric, Inc.	State of New Mexico
Alfa Insurance Company	DeRouchey Foam	McMaster-Carr Supply	SupplyCore Inc.
American Showa	Doyon Ltd.	Mears Transportation Group	Swisscom Cloud Lab
Arizona Public Service Co.	Embraer-U.S.	Microsoft Corporation	Syngenta Corporation
Associated General Contractors of America	Emerald Queen Hotel & Casinos	Minitab Inc.	Taghleef Industries Inc.
Bangor Savings Bank	Encompass Manufacturing	Murphy USA	Teletrac Navman
Barrick Gold Corporation	Epson America, Inc.	Nihon Kohden America, Inc.	Tennessee Wildlife Resources Foundation
Borough of Matanuska-Susitna	Federal Reserve Bank, Dallas	Northern Virginia Criminal Justice Academy	Tillamook County Creamery Association
BrassCraft Manufacturing	Flint Hills Resources	Northwest Arctic Borough	TJX Companies, Inc.
Builders Firstsource	Florida Power & Light	Novelis Inc.	Toshiba International Corp.
C.H. Robinson Worldwide	Genesis Alkali	Oberweis Dairy Inc.	TrueCar, Inc.
Campus USA Credit Union	Great Clips	Open-Silicon, Inc.	University of Cincinnati
Cascades Tissue Group	Grunenthal Latin America	Orange County Transportation Authority	University of Colorado
Central Hudson Gas & Electric	Hamilton Technologies	Pacific Holdings Ltd.	University of Utah
Chickasaw Nation	Heller Brothers Packing Corp.	Paul Hastings LP	VTM, Inc.
City of Palmer	Home Depot, Inc.	Philadelphia Gas Works	Western & Southern Financial
Clearwater Paper Corporation	Homes4Families	Procter & Gamble	Williams Companies, Inc.
Cognate Bioservices, Inc.	Humboldt Waste Management Agency	Purdue Research Foundation	Williamson-Dickie Manufacturing Company
Compass Laboratory Services	Ikea North America	Quanex Building Products	
County of Clallam	International Dehydrated Foods, Inc.	Road & Rail Services, Inc.	
County of Gwinnett	JM Family Enterprises, Inc.	Rubicon	
County of Robeson	Kentucky Employers' Mutual Insurance	Safelite Group, Inc.	
CPS Energy	Laclede Group, Inc.	Saltz Mongeluzzi	
Crookham Company	M. Davis & Sons, Inc.	Santander Bank, N. A.	
Crown Holdings, Inc.	Mannington Mills, Inc.	Security First Insurance	
Crown, Cork & Seal Dana Incorporated	Matanuska Telephone Association	Shaw Industries Group, Inc.	
Darden Restaurants, Inc.	Maxwell Enterprises	Sinfoniarex	
Delhaize America	MCA Communications, Inc.	Sitka Tribe of Alaska	
DelicateCosmetics, Inc.		Sony Interactive Entertainment	
		Sony Pictures Entertainment	
		Southern Nuclear	
		Southwire Company	

Please note: Due to space limitations we are unable to provide a complete list of participating organizations in this brochure. If you wish to know whether or not others from your organization have attended and do not see your organization listed above, please contact us. Our apologies to those we were unable to list.

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.

SEMINAR FORMAT

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

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

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.

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.

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
Administrative Officer
Assistant Controller
Benefits Specialist
Business Services Manager
Compensation Consultant
Employee Relations Supervisor
Employment Manager
Executive Assistant
HR Trainer
HRIS Manager
Human Resources Assistant
Human Resources Associate
Human Resources Generalist
Human Resources Intern
Human Resources Representative
Office Manager
Onboarding Consultant
Operations Manager
Payroll Specialist
Plant Manager
Recruiter
Staffing Specialist
Talent Acquisition Specialist

CERTIFICATE AWARDED

The Certificate in Essentials of Human Resource Management is awarded when a participant attends all 4½ days of the seminar. These attractive Certificates are mailed 3-4 weeks after the program. If you complete only one block of the seminar you can still receive a Certificate if you complete the remaining block within a two-year period.

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.

WorldatWork

This program can be reported for CCP, GRP, CBP and WLCP recertification credit.

American Society for Healthcare Human Resources Administration (ASHHRA)

This 4½ day seminar is eligible for CHHR recertification credit.

State Boards of Accountancy

Individual State Boards of Accountancy may accept IAML courses for continuing education.

"The course was structured very well in terms of how the information was presented. Dr. Sanchez encouraged very useful dialog among the class; the sharing of ideas and processes was insightful. She also sent us home with some great resources which should be helpful in my day to day."

Jennifer Cortez
Sr. Manager, Human Resources
MCA Communications
Houston, Texas

"All in all, I enjoyed my time!"

Nissi Simmons
Human Resources Assistant
SinfoniaRx, Inc.
Tucson, Arizona

"The overall seminar was great. The facilitators were phenomenal!"

Jada Maynard
Public Safety Staffing Specialist
Gwinnett County Fire & Emergency Services
Lawrenceville, Georgia

"Instructor was great and had interesting information."

Floyd Haman
Labor Relations Manager
CPS Energy
San Antonio, Texas

"The instructor was excellent. I like that she could bring all the material to life with her real world examples. She captivated the attention of everyone in the room."

Jared Nypen, SPHR, SHRM-SCP
Talent Director
Great Clips
Minneapolis, Minnesota

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.

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.

“We had an exceptional instructor. Her experience really helped us understand how the law is applied, vs just reviewing the law. She is also incredibly engaging, which was crucial to being in a multiple-day seminar. I was able to stay focused the entire time. This was one of the best professional seminars I have attended.”

Jered Chapman • Human Resources Business Partner
Sony Pictures Entertainment • Culver City, California

“Brenda [Heinicke] was amazing. Her knowledge and personality made it a great match to present what some may think are dry subjects. She was very organized and presented the material in a logical manner. I never once looked at my watch or went daydreaming. She kept everyone engaged by having everyone participate during her block. Brenda is definitely a keeper and I would attend ANY class she is teaching.”

Dan Sigmund • Operations Manager
Tennessee Wildlife Resources Foundation • Nashville, Tennessee

2019 Seminar Schedule*

	SCOTTSDALE, AZ	ATLANTA, GA	ORLANDO, FL	NEWPORT BEACH, CA
Locations	<p>March 4-8, 2019 Embassy Suites by Hilton Scottsdale Resort (480) 949-1414</p> 	<p>April 8-12, 2019 Atlanta Marriott Suites Midtown (404) 876-8888</p> 	<p>July 15-19, 2019 Marriott Orlando World Center (407) 239-4200</p> 	<p>August 12-16, 2019 Newport Beach Marriott Hotel & Spa (949) 640-4000</p> 
Faculty	<p>Block I: March 4-5 Legal Aspects of HR Management Gregg Jay Tucek, Esq., General Counsel Bashas', Inc.</p>	<p>Block I: April 8-9 Legal Aspects of HR Management Wayne W. Williams, Attorney Law Office of Wayne Williams</p>	<p>Block I: July 15-16 Legal Aspects of HR Management Wayne W. Williams, Attorney Law Office of Wayne Williams</p>	<p>Block I: August 12-13 Legal Aspects of HR Management Brenda K. Heinicke, Founder Law Office of Brenda Heinicke</p>
	<p>Block II: March 6-8 Human Resource Management Di Ann Sanchez, PhD, SPHR, SHRM-SCP, Founder DAS HR Consulting, LLC. or Cyndi Ryan, SPHR, Founder MÁS Talent Human Resources</p>	<p>Block II: April 10-12 Human Resource Management Di Ann Sanchez, PhD, SPHR, SHRM-SCP, Founder DAS HR Consulting, LLC. or Cyndi Ryan, SPHR, Founder MÁS Talent Human Resources</p>	<p>Block II: July 17-19 Human Resource Management Di Ann Sanchez, PhD, SPHR, SHRM-SCP, Founder DAS HR Consulting, LLC. or Cyndi Ryan, SPHR, Founder MÁS Talent Human Resources</p>	<p>Block II: August 14-16 Human Resource Management Di Ann Sanchez, PhD, SPHR, SHRM-SCP, Founder DAS HR Consulting, LLC. or Cyndi Ryan, SPHR, Founder MÁS Talent Human Resources</p>
Hotel & City Information	<p>Overlooking Camelback Mountain in the heart of Scottsdale, Embassy Suites by Hilton Scottsdale Resort features contemporary two-room suites with WiFi, 43-inch HDTV's 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.</p>	<p>This upscale hotel provides an unbeatable location near alluring attractions such as The Fox Theatre, Piedmont Park and Atlanta Botanical Garden. Guest rooms deliver comfort with plush bedding, thoughtful room service and spacious living areas. Enjoy a meal at Grille 35, serving delectable American cuisine and handcrafted cocktails. For active travelers, maintain a healthy lifestyle at the indoor/outdoor connecting pool and 24-hour fitness center.</p>	<p>Experience a world of possibilities when staying at Orlando World Center Marriott. The hotel offers amazing on-site amenities, as well as a shuttle service to Walt Disney World®. Make a splash at Falls Pool Oasis, featuring two 200-foot water-slides, a 90-foot speed slide, kid's splash park and a nightly laser light show. Enjoy a round of 18 holes at the championship golf course, or improve your swing at Jack Nicklaus Academy, relax with a massage at the full-service spa or take advantage of the state-of-the-art fitness center.</p>	<p>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.</p>

*(Please see the next page for additional locations.)

2019 Seminar Schedule (continued)

NASHVILLE, TN	LAS VEGAS, NV	Locations
<p>September 9-13, 2019 Courtyard Nashville Downtown (615) 256-0900</p>	<p>October 21-25, 2019 Planet Hollywood Resort & Casino (866) 919-7472</p>	
		Faculty
<p>Block I: September 9-10 Legal Aspects of HR Management Brenda K. Heinicke, Attorney Law Offices of Brenda Heinicke</p>	<p>Block I: October 21-22 Legal Aspects of HR Management Wayne W. Williams, Attorney Law Office of Wayne Williams</p>	
<p>Block II: September 11-13 Human Resource Management Di Ann Sanchez, PhD, SPHR, SHRM-SCP, Founder DAS HR Consulting, LLC. or Cyndi Ryan, SPHR, Founder MÁS Talent Human Resources</p>	<p>Block II: October 23-25 Human Resource Management Di Ann Sanchez, PhD, SPHR, SHRM-SCP, Founder DAS HR Consulting, LLC. or Cyndi Ryan, SPHR, Founder MÁS Talent Human Resources</p>	Hotel & City Information
<p>Courtyard Nashville Downtown is the place to stay when looking to immerse yourself in the city's iconic music vibe. Located in the heart of Music City, we offer easy access to endless entertainment plus free Wi-Fi. Enjoy our proximity to Broadway, 2nd Avenue, Tootsie's Orchid Lounge and Nissan Stadium. Walk or enjoy and curbside golf cart service from JoyRide® to Bridgestone Arena, Ascend Amphitheater and Music City Center. While our high-rise hotel features a historic facade, our lobby, rooms, meeting spaces, and restaurant boast modern décor designed to suit your stay. Start your day in a familiar way with freshly brewed beverages at our full-service Starbucks®. When it's time to take a step back from the world, wind down in our guest rooms appointed with plush bedding and flexible workspaces. Make room for a little more fun when you reserve a getaway at Courtyard Nashville Downtown.</p>	<p>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.</p>	

IAML's DVD Training Products



John F. Wymer III (left), Partner in Thompson Hine and Raymond M. Deeny (right), Partner 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 and 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 by calling IAML at (949) 760-1700 or emailing iaml@iaml.com

IAML's User Friendly E-Learning Solutions

IAML offers a variety of 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. For more information please call IAML at (949) 760-1700 or email iaml@iaml.com

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
- 2018 Employment Law Update – 38th Annual Advanced Conferences
- Certificate in Conducting Lawful Workplace InvestigationsSM Seminar
- The Certificate in Employee Benefits LawSM Seminar
- 2019 Employee Benefits Law Update – 16th Annual Advanced 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.

“I loved it! A lot of information to take in, but it was all good information.”

Barb Fox
Human Resources Director, Office of Research
University of Cincinnati
Cincinnati, Ohio

“The instructor did a great job going over the material and providing examples. She was also very open to questions from the attendees and provided advice.”

Alma Sanchez
Associate Business Partner
Sony Pictures Entertainment
Culver City, California

Faculty Biographies

BRENDA K. HEINICKE



is an attorney in private practice in Colorado Springs, Colorado. Ms. Heinicke opened her own law firm in March 2005 where she specializes in representing employers in a broad range of workplace issues. Her expertise encompasses advising and defending human resources professionals and managers on compliance matters related to federal, state, and local labor and employment laws, including anti-discrimination laws, wage and hour laws, drug and alcohol policies and testing procedures, workplace privacy issues, wrongful termination, non-compete agreements and contract issues. Ms. Heinicke is committed to assisting her clients in implementing and complying with best practices in the workplace designed to avoid costly and time-consuming litigation. To that end, she has been a key presenter for IAML in both public and on-site seminars for more than 15 years. Ms. Heinicke is unique in her ability to combine hands-on, practical solutions to legal issues with a high degree of energy and a keen sense of humor. Ms. Heinicke graduated from the University of Denver School of Law, where she received her JD, with honors, and was selected for the Order of St. Ives. Prior to launching her own firm, Ms. Heinicke served as a criminal prosecutor and for eight years in the labor and employment department of a large Denver-based firm.

CYNDI RYAN



is the Founder and Principal Consultant at M^AS Talent Human Resources. Her Human Resources consulting firm, based in the Dallas/Fort Worth, Texas area, provides strategic and tactical HR services on a project-based, interim or contract basis. Ms. Ramirez Ryan is able to draw upon her extensive experience leading human resources functions across a variety of industries to provide broad insight and deliver innovative solutions for organizations of all sizes. She specializes in solutions that engage employees, develops

talent, and strategically aligns human capital approaches with business needs. Her areas of specialty include: Human Resources Expertise, Executive Coaching, Diversity & Inclusion and Leadership Development Facilitation. Prior to starting her own firm, she was the Chief Diversity Officer at Baylor Scott & White Health. She is currently an Executive Advisor & Coach at the SMU Cox School of Business. She holds a BBA in Human Resource Management from Texas Woman's University and a MBA in Human Resources Management from the University of Dallas. She holds an SPHR designation from the Society for Human Resource Management.

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' Degree in Organizational Management from the University of Phoenix, and her Ph.D. in Organizational Management and Human Resources from Capella University. She holds SPHR and SHRM-SCP certifications. She is an Assistant Professor at Amberton University.

BRYAN STILLWAGON



is a Partner in Thompson Hine'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

is General Counsel 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 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.

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 2019 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.

"I really appreciate the level of detail provided in both the instruction and class materials. I was provided with more information that I assumed would be provided, which was a pleasant surprise. Both of our instructors were top notch. Brenda [Heinicke] and Cyndi [Ryan] were extremely knowledgeable, personable and open to honest communication throughout the entire event. I appreciate their candor and willingness to go off course and discuss current issues our class was experiencing within their work environment."

Nicole Gray
President
VTM, Inc.
Beverton, Oregon

"The speaker was very engaging and made it much easier to digest the information by providing examples of how the law is applied and situations to avoid."

Melanie Nguyen, PHR
Human Resources Representative
Nihon Kohden America, Inc.
Irvine, California

REGISTRATION FORM

The Certificate in Essentials of Human Resource ManagementSM Seminar

I WISH TO REGISTER FOR THE FOLLOWING SEMINAR:

- SCOTTSDALE March 4-8, 2019
- ATLANTA April 8-12, 2019

- ORLANDO July 15-19, 2019
- NEWPORT BEACH August 12-16, 2019

- NASHVILLE September 9-13, 2019
- LAS VEGAS October 21-25, 2019

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: _____

PAYMENT INSTRUCTIONS PLEASE MAKE CHECKS PAYABLE TO IAML. IAML'S FEDERAL I.D. NUMBER: 95-3548502

TOTAL FEES DUE: \$ _____

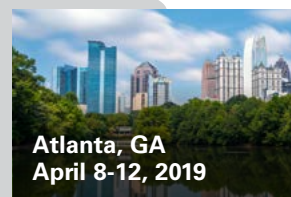
- Check in full payment
- Deposit check for one half of full fees due
- Purchase Order No. _____
- I wish to pay by credit card, please charge my: AMEX Discover MasterCard VISA

Cardholder name: _____

Card No.: _____ Exp. Date: _____ Signature: _____

Please detach and mail to IAML, 450 Newport Center Drive Suite 390, Newport Beach, CA 92660 or fax to (949) 760-8192

THE CERTIFICATE IN ESSENTIALS OF HUMAN RESOURCE MANAGEMENTSM SEMINAR



"I thought that the program was laid out very well. I also believe that the instructors were great!"

Morgan Scott
Human Resources Generalist
Dana Incorporated
Louisville, Kentucky

"Amazing, I greatly enjoyed learning from Brenda [Heinicke]. She really excelled in modifying her content to fit her audience."

Alysha Balch
Human Resources Assistant
SinfoniaRx, Inc.
Tucson, Arizona

"Great instructors, I was able to understand a lot more of 'what I need to do as a supervisor' and appreciate more of the roles that our HR Managers and Supervisors play in our organization. I will be able to utilize what was taught in the class and bring it back and implement it into my daily routine as a Supervisor. I really appreciate it and look forward to attending other IAML classes."

Clara Jones
Public Services Director
Northwest Arctic Borough
Kotzebue, Alaska

"Wayne Williams was excellent! Engaging and great stories."

Chiasa Suzuki
Human Resources Manager
The Home Depot, Inc.
Atlanta, Georgia

"Nice touch to have multiple instructors."

Veronica Shum
HR Compliance Coordinator
Sony Interactive Entertainment
San Mateo, California