



Hinman, Howard & Kattell^{LLP}
ATTORNEYS

presents



HR Legal Basics - Keeping Records and Notes Are Your HR Records Compliant?

THURSDAY, NOVEMBER 7, 2024

In world of Human Resources, effective documentation is the cornerstone. Properly kept notes and records are crucial for a range of HR functions, from compliance and performance evaluations to safeguarding both employee and business interests.

In our next Lunch with a Lawyer, we are going to dive into practical strategies and best practices for managing your HR documentation.

Hot topics include:

- The Essentials of HR Records:
Understanding what needs to be documented and why.
- Best Practices for Note-Taking:
How to capture accurate and useful information.
- Organizational Systems:
Tools and techniques to keep your records in order.
- Legal and Compliance Considerations:
Ensuring your documentation meets legal standards.
- Practical Tips and Real-Life Examples:
How to handle common challenges and streamline your process.

By the end of this webinar, you'll have a clearer understanding of how to keep your HR notes and records organized, secure and useful in your decision making.

Date : Thursday, November 7, 2024

Time: 12-1pm via Zoom

Credit: SHRM/HRCI credit available

To register for this event or for more information,
please email ssmith@hhk.com by Monday, November 4th



This program has been pre-approved for 1 hr & HRCI General Credit towards aPHR®, aPHRi™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™ and SPHRi™ recertification through HR Certification Institute® (HRCI®).



Hinman, Howard & Kattell is recognized by SHRM to offer Professional Development Credits (PDC) for SHRM-CP® or SHRM-SCP® recertification activities.



Speaker:
Dawn J. Lanouette, Partner

Dawn Lanouette is the chair of the Labor and Employment Practice Group. She counsels clients on all aspects of their relationship with their employees. Dawn has represented hundreds of clients in the Division of Human Rights, the Equal Employment Opportunity Commission and in state and federal courts in claims involving harassment, discrimination and failure to accommodate disabilities.

She is a regular speaker on labor and employment topics including preventing harassment and discrimination and regularly provides training to executives, human resource personnel, managers and supervisors on legal obligations and best practices.

ATTORNEY ADVERTISING