



We Are Pleased to Announce Newly Revised Programs  
**2018 Spring Seminar Series**

**Richmond, Virginia**

**Location:**

Virginia Community Healthcare Association (VCHA)  
3831 Westerre Parkway  
Henrico, VA 23233-1330

**Bristol, Virginia Location:**

Courtyard by Marriott  
3169 Linden Drive  
Bristol, VA 24202

**Tuition:**

\$450.00 for 2- day  
Leadership and Human Resources  
seminar

Tuition includes comprehensive  
take home materials

**Schedule:**

8:30 a.m. - 4:30 p.m.  
(Continental breakfast, breaks, and  
lunch provided)

**Dress:**

The dress for the workshop is  
casual and comfortable.

Please click [here](#) to  
register for SESO's  
Spring 2018 Seminars.

**Cancellation Policy:** Requests for  
cancellations or substitutions will be  
honored if they are received seven (7)  
days prior to the beginning of the  
seminar. The person(s) may be  
registered for the next seminar or other  
names may be substituted; otherwise,  
the company will be billed for the full  
amount of the seminar.



**The Effective Leader/Manager**

**March 7-8, 2018 Bristol, VA & Richmond, VA**

This 2-day seminar focuses on utilizing proper behavioral based interview techniques for a comprehensive screening and hiring process, discussing the various employment regulations and application in daily management aspects, exploring the leader's role in compensation management, understanding yourself and others by completing the DiSC Personality Profile assessment, reviewing leadership qualities and skills sets to maximize professional growth and development, focusing on the importance of comprehensive employee performance management, properly resolving daily conflicts to avoid operational challenges, understanding generational diversity and inclusiveness, and utilizing appropriate disciplinary measures and termination procedures to negate organizational liability. **This seminar is intended for Supervisors/Managers, Human Resource Generalists, Compliance and Administration Officers.**

**Human Resources: Understanding the Basics**

**April 4-5, 2018 Bristol, VA**

**April 25-26, 2018 Richmond, VA**

This 2-day seminar focuses on understanding the role of HR Management, creating screening and hiring practices to attract and retain qualified individuals, reviewing required employment documentation to include personnel file management, navigating the complexities of employee relations, discussing the various employee regulations to negate liability, focusing on proper development and implementation of necessary HR Systems, engaging in practical HR Management focusing on practical tips and various scenarios and developing ability to properly engage in performance management and termination conversations. **This seminar is intended for HR Assistants or Generalists, Office Managers, Payroll, Compliance and Administration Officers.**

**Human Resources for the Advanced Professional**

**May 2-3, 2018 Bristol, VA**

**May 9-10, 2018 Richmond, VA**

This 2-day seminar focuses on understanding the importance of diversity and generational differences in the organization, developing and implementing proper compensation practices tied to performance criteria, recognizing how to properly handle internal investigations to best protect the organization, designing internal training and development programs for staff, reviewing various employment regulations and recent trends to include ADAAA, FMLA, Wage and Hour, discussing the complexities of EEO and related challenges, focusing on the importance of an employee handbook and required updates, and understanding the happenings within the organization via exit interviews, focus groups and personnel opinion surveys. **This seminar is intended for HR Executives, Senior Managers, Benefits and Compensation Managers, Compliance and Administration Officers and Chief Financial Officers.**



## Registration Agreement

Participant's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
(If different from above)

Seminar Title: \_\_\_\_\_

Seminar Date: \_\_\_\_\_

Please reserve:

- Double Room for Night(s) of \_\_\_\_\_ @ \$114.00/night (Courtyard Marriott – **Bristol**)
- King Room for Night(s) of \_\_\_\_\_ @ \$114.00/night (Courtyard Marriott – **Bristol**)
- Double Room for Night(s) of \_\_\_\_\_ @ \$149.00/night (Hampton Inn – West - **Richmond**)
- King Room for Night(s) of \_\_\_\_\_ @ \$149.00/night (Hampton Inn – West – **Richmond**)

**Rates are estimated and may fluctuate.**

### Complete and return to:

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