

**More research than responses?
Your team has questions, do you have the answers?**



Are you an **Office Manager** or **Administrative Assistant** involved in hiring, training new hires, updating employee manuals, benefits, or answering employee questions, complaints, and concerns?

If so, this program is designed specifically for you!

Human Resources Roadmap: Understanding the Basic Elements of HR

an HR program specifically designed for business owners and those new to HR including administrative and office management professionals that are their company's employee point of contact.

**To register or obtain more information visit us online
Each program is limited to 15 participants.**



Let us help you navigate!

Register for this 3-part, live, instructor-led, virtual HR coaching program and feel confident knowing that upon completion of the program you will have created and developed a HR roadmap for you and your organization's success.

Attendees will receive:

- Access to over 100 HR forms, tools, templates, and resources
- Access to full recordings of each session
- 90 days of AskHR - direct access to credentialed Human Resource (HR) professionals to answer questions about employee issues, requests, and interpretation of employee policies
- Community membership to engage with facilitators and participants outside of the course

Next session: Beginning June 6th, 2024

Covering Federal, NYS, NYC, and NJ employment law. More to come!

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Meet your HR Coach: Marie Marenno, SHRM-CP



Marie will guide you on your journey through this HR program, preparing you for the twists and turns that you will encounter, and ensuring that you stay on course. Marie brings over 16 years of combined experience in management and human resources to Compass Workforce Solutions. Holding the prestigious SHRM Certified Professional (SHRM-CP) designation, Marie has established herself as a trusted HR Business Partner with a focus on driving organizational success through strategic human capital management. Marie is a certified Predictive Index® Practitioner and supports the HR community by providing HR expertise and training to those seeking their HR certification.



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COMPASS
WORKFORCE SOLUTIONS

Register today and you will receive a complimentary Predictive Index® profile to learn about your driving behaviors, communication style, strengths and work preferences.

A Predictive Index® profile is valued at \$299.

Eligible for Professional Development Credits and 4 HRCI credits

HRCI® is the premier credentialing and learning organization for the human resources profession.