

Webinar on

HR Files Know-How: Keeping Your Employment Records (And You) Organized

Learning Objectives

- *Assess methods for storing and accessing sensitive documents and information, including security considerations*
- *Plan, develop and implement a records management program, including periodic check-in's*
- *Identify the types of records, forms, and documents you should maintain access to, archive, or destroy*
- *Design and perform a records retention audit*

This webinar will give you a framework for your recordkeeping and employee-related retention system while considering governmental requirements.

PRESENTED BY:

Melveen Stevenson is the CEO and founder of M.S.Elemental, LLC, a human resources and business advisory firm based in Los Angeles, California. As a certified HR professional with a background in accounting and finance, she helps companies to navigate the human resources “jungle” of compliance, human capital, and leadership challenges. In addition, she is certified in Extended DiSC® and is a Certified Holistic Health Practitioner.

On-Demand Webinar

Duration : 60 Minutes

Price: \$200

Webinar Description

Any HR professional knows that a major part of their responsibility is keeping the company's personnel files organized – for many legal reasons, but also it helps to keep your operations go smoothly. Just as important, it helps keep you organized so you won't derail or become distracted during your already busy day.

This course will give you a framework for your recordkeeping and employee-related retention system while considering governmental requirements. It will also help you create a sensible plan for staying organized.

In this webinar, you will learn about recordkeeping obligations imposed on employers by federal and state employment laws, glean best practices and consider strategies and tactics that you could apply to your organization.

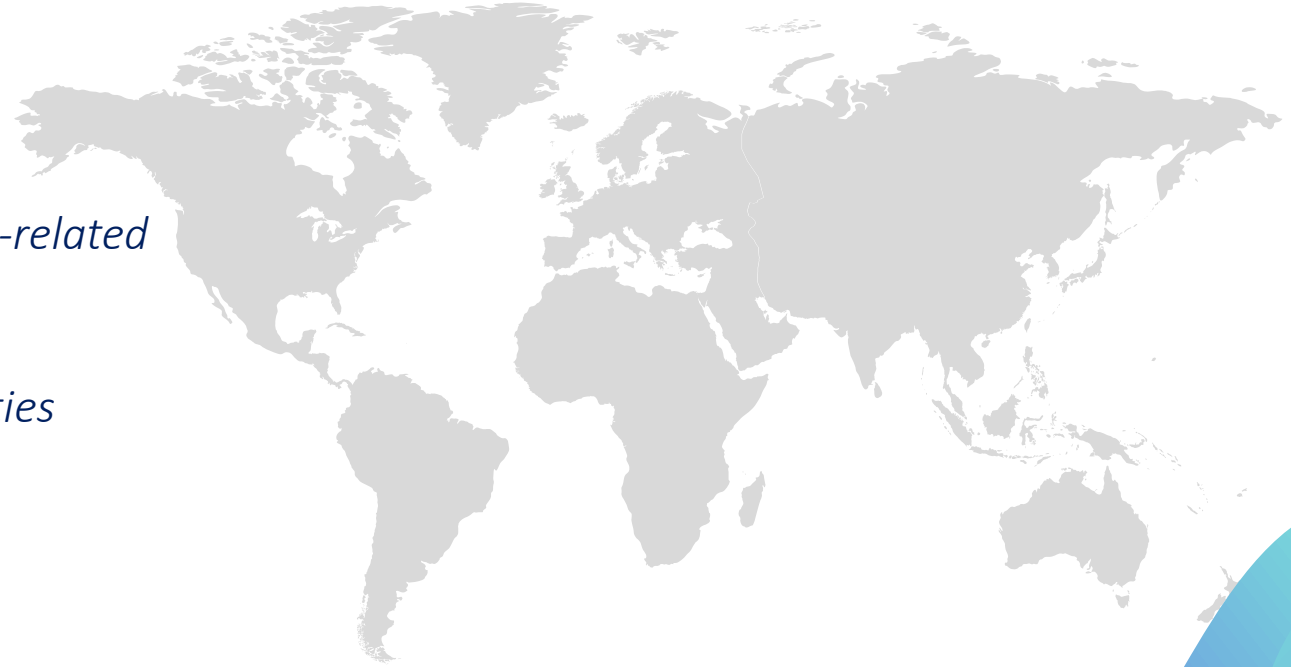


Who Should Attend ?

Human resources professionals at all levels

Anyone with leadership oversight of employee-related information

Anyone with direct administrative responsibilities for employee-related file retention



To register please visit:

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