



New Year, New Rules! Is Your Employee Handbook Up to Date?

Event

**Mercer University Center
160 Henry Parkway
McDonough, GA**

11.10.16

11:30 AM - 1:00 PM

It's not too early to be thinking about New Year Resolutions for 2017 and up-dating on your employee handbook should be on the list. Oftentimes employee handbooks are patchworks of outdated policies and procedures. An updated handbook communicates your expectations in terms of their performance and conduct, treatment of confidential information, social media use and much more. Other legally required policies such as a no harassment and FMLA policy and other policies are designed to protect the employer and the employee. This session will identify the dos and don'ts of employee handbooks and provide practical strategies for making them valuable, indispensable management tools.

In this session, we will review important considerations that you should take into account when preparing and updating employee handbooks and personnel policies.

Attendees will learn:

1. How to draft and implement the most important and needed policies;
2. Which policies cause the biggest headaches and how to fix them; and
3. How to identify when policies require revision.

Agenda:

11:30 a.m.

Lunch & Registration

12:00 p.m. - 1:00 p.m.

Program

Cost:

Free for prepaid 2016 GHCC SHRM Members

\$15 for Student Members

\$25 for Non-member guests

Registration is required. [Click here to register.](#)

***This program has been submitted to the HR Certification Institute and SHRM for review.*

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Tillman Y. Coffey

Partner

404.240.4222

Email

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