

# Community Action Association of Alabama

## Training Title: DOING HR – THE RIGHT WAY!

### Training Overview:

Are you sure you're doing HR (Human Resources) the right way?  
Not sure or need a refresher? Don't worry.

Join us for a comprehensive workshop that will deliver a modern view of HR's critical role within your organization.

**Facilitator:** Melva Tate, Tate & Associates

**Dates:** Wednesday, March 6, 2019 (Birmingham)  
Thursday, March 7, 2019 (Montgomery)

**Time/Duration:** 9:00 am – 4:00 pm  
(Lunch included)

**Cost:** \$250.00



*Melva Tate*  
PHR/CLC

Whether you're new to the world of human resources or have a non-HR job with human resource responsibilities, or simply need a refresher course of HR fundamentals, this workshop will give you the tools you'll need to execute your duties with clarity and confidence.

This intensive, hands-on workshop will give you a solid overview of the most critical aspects of the human resource function.

Our training objectives will focus on several aspects of the human resource field including:

- Compliance & Regulatory Issues (ADA, FMLA, DOL, etc.)
- Talent Management (Hiring, developing, and separating)
- What's New & Best Practices (laws, innovation, processes, culture, training, etc.)

### About the Trainer

Melva Tate is a Human Capital Strategist. Her firm offers specialized services in executive talent search, human resource consulting, compliance, training & development and career coaching. Melva is a best-selling author, radio co-host with 25+ years of solid industry experience, Melva has established creative ways to infuse her enthusiasm for human resources and career development with her desire to help organizations succeed.

She is a featured writer and contributor to leading newspapers and magazines including, HR Magazine, Black Enterprise Magazine and The Birmingham Business Journal on issues related to careers, leadership, diversity, workforce development and human resources.