

Human Resources Audits

Human resources audits are an essential part of assessing an organization's effectiveness in various areas of the HR function. Audits provide a review and analysis of an organization's policies, practices and procedures, enabling companies to review their strengths and weaknesses in order to make necessary improvements.

This seminar will cover the issues supervisors need to know about human resources, including:

◆ Basic Issues in Dealing with Federal Employment laws

- ◆ Americans with Disabilities Act
- ◆ Family and Medical Leave Act
- ◆ Fair Labor Standards Act

◆ Avoiding and Dealing with Discrimination Claims

- ◆ Equal Employment Opportunity
- ◆ Title VII

◆ Hiring/Firing Guidelines

◆ Recordkeeping

Seminar Leader:

- ◆ J. Randall Patterson, labor and employment attorney, Baker, Donelson, Bearman, Caldwell & Berkowitz, Jackson

When & Where

◆ **Registration** — 8 to 8:30 a.m.;
Program: 8:30 a.m. to 3:30 p.m.

◆ **Tuesday, Nov. 10, 2009**, Hilton Jackson; I-55 North and County Line Rd., Jackson; 601-957-2800.

MMA has secured a room block at the Hilton at a cost of \$109 per night. Reservations must be made at least four weeks prior to the seminar date. When making your reservation, please identify yourself as attending an MMA seminar.

Cost

◆ \$149 for MMA members; \$215 for non-members. Cost includes continental breakfast, lunch, refreshments and handout materials.
◆ For MMA member companies sending three (3) or more employees from the same company location, cost is \$115.

REGISTER ONLINE NOW

Reminder notices will be sent a few days prior to the seminar. If you do not receive a reminder notice, or if you would like more information about this or other MMA seminars, contact Barbara at 601-948-1222 or barbara@mma-web.org.

MMA Seminars and Training Courses

MMA conducts a variety of training sessions and conferences on important topics every year. MMA also has the ability to do on-site seminars especially for your employees. Our seminars are led by quality instructors in the following areas:

- Environmental law and compliance.
- Human resources issues.
- Employee health and safety.
- Supervision.

For a complete listing of MMA seminars visit the MMA Web site at www.mma-web.org.



MMA Seminar Registration Form

Mississippi Manufacturers Association

Seminar Name _____

Seminar Date _____ Seminar location _____

Name of Attendee(s) and job title(s) _____

Company Name _____

Company Address _____

City _____ State _____ Zip _____

Attendee Phone Number _____

Attendee Fax Number _____

Attendee E-mail Address _____

If different than above:

Name of Person Submitting Registration _____

Job Title _____

Address _____

Phone Number _____ Fax Number _____ E-mail _____

If different than above:

Billing Contact _____

Address _____

Phone Number _____ Fax Number _____ E-mail _____

Job Title _____

Return form and payment to: Mississippi Manufacturers Association, P.O. Box 22607, Jackson, MS 39225-2607; fax (601) 948-6197. You also may register online at www.mma-web.org.

American Express _____ Visa _____ MasterCard _____
Card number _____ Expiration date ____/____

No refunds without 48 hours cancellation notice! No refunds for no-show.

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