



# HR Essentials for New HR Administrators

Human Resources is complex and can be overwhelming to anyone new to the role. Human Resources can seem like a maze with all sorts of pitfalls and hazards along the way. In addition to providing technical guidance, this series of sessions helps new HR administrators think through the complex variables (some legal, some strategic, and some political) that inform careful decisions and sound professional practices. This highly interactive session focuses on several essential topics based on the interests and input of participants. Topics include but are not limited to HR systems to ensure systematic, efficient, and accurate practices; labor relations and the art of communicating with union leadership; employee accountability; using leverage to promote effective performance; and managing compliance requirements to serve strategic goals.

**Presenters:** Tammy Cosgrove, Assistant Superintendent for Human Resources, Lakeland CSD  
Brian Ladewig, Assistant Superintendent for Human Resources, Harrison CSD

**Dates:** January 31 and February 28, 2019

**Time:** 8:30 a.m. – 11:30 a.m.

**Audience:** Human Resources Leaders

**Fee:** \$275

CANCELLATIONS MUST BE RECEIVED AT LEAST 7 DAYS PRIOR TO THE PROGRAM START DATE  
ALL FEES ARE ELIGIBLE FOR STATE AID - SCHOOL DISTRICTS WILL BE BILLED THROUGH CO-SER 512

To register on-line go to: My Learning Plan at [www.pnwboces.org/catalog](http://www.pnwboces.org/catalog)

## Superintendents

James M. Ryan, Ed.D.  
DISTRICT SUPERINTENDENT  
Lynn Allen, Ed.D.  
ASSISTANT SUPERINTENDENT

Todd Currie  
ASSISTANT SUPERINTENDENT  
John McCarthy  
ASSISTANT SUPERINTENDENT

## Board Members

Richard Kreps  
PRESIDENT  
Catherine Lilburne  
VICE PRESIDENT

Anita Feldman  
TRUSTEE  
Tina Mackay  
TRUSTEE

Mary Cay Nilsen  
TRUSTEE  
Frank Schneckner  
TRUSTEE

Michael Simpkins  
TRUSTEE