



HR Office Support Staff

Working in a human resources department carries unique challenges. In this series, participants explore strategies for being more effective in their roles. Topics include meeting the needs of internal customers, confidentiality, record keeping and data management, working effectively with the business office, moving towards a paperless office, time management, effective communication, strategies for positive customer service, how to balance the compliance role of human resources with quality internal customer service, strategies for modernizing procedures and processes by leveraging new technologies, and working as a team successfully with your administrator.

Presenters: Jeff Olefson, Staff Associates

Margaret Muenkel, Assistant Superintendent for Human Resources, Arlington CSD

Erika Fuller, Supervisor, Human Resources, Arlington CSD

Date: November 15, 2018 (in person)

Online: December 4, 2018; February 5, April 9, and May 21, 2019

Time: 8:30 a.m. – 11:30 a.m.

Audience: Human Resources Support Staff

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 614

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