

“Developing Employee Handbooks”

Alinea Group is an Industrial/Organizational Psychology and Human Resource Development company. We help organizations understand, develop and improve their work environment and systems.

By performing services and developing tools such as job analyses; job descriptions; performance appraisals; trainings; industry research; surveys and questionnaires; data collection, analysis and reporting; statistical analysis and reporting; evaluation research; we are able to help organizations best utilize their resources and reach their goals.

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Continuing Education for Community Care

For Administrators of

- § Residential Care Facilities for the Elderly (RCFE)
- § Adult Residential Facilities (ARF)
- § Group Homes (GH)

Have you ever wondered:

- ü What an employee handbook should contain?
- ü What legal implications an employee handbook has?
- ü How often a handbook needs to be updated?
- ü How a handbook benefits managers, administrators and employees?
- ü Why employee handbooks are needed and what purpose they serve?

If so, then this course is for you.

- ã This four-hour course meets requirements toward the 40-hour recertification program required for board and care operators.

By the end of the course, you will be able to:

- ü Understand the purposes of an employee handbook
- ü Identify the uses of an employee handbook
- ü Identify topics an effective employee handbook should contain
- ü Recognize where information for an employee handbook comes from
- ü Understand legal implications certain topics may have
- ü How and when to present a handbook to your employees
- ü Know when to update your handbook
- ü (And most importantly!) Develop an employee handbook for your organization

For more information, please visit our website at www.alineagroup.com/ccceu or call us at 800/590-8095.

To sign up, please fill out the registration form or call.