

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.

Alinea Group

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"Selecting, Evaluating and Retaining Employees"

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 how to:

- ü Select and recruit the best employees with valid job descriptions?
- ü Evaluate your employees fairly and objectively for raises and promotions?
- ü Retain excellent employees and motivate them to do the best they can?

If so, then this course is for you.

- ã This sixteen-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 industry regulations regarding hiring (fingerprinting/background check, physical exam, TB test)
- ü Identify steps necessary for successful job analyses and competency identification
- ü Understand how to develop a job description
- ü Identify and perform steps necessary for effective structured, behavioral interviews of candidates
- ü Understand how to develop a performance appraisal
- ü Describe effective personnel record management methods
- ü Understand motivation theory and how to identify motivational factors for their own employees
- ü Understand how training is a useful tool in developing and retaining valuable employees

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.