

# Human Resources Training Curriculum

3 x 8-hour sessions • **Register online at [GreaterRochesterChamber.com](http://GreaterRochesterChamber.com).**

*Seminars are held online via virtual platform. You will receive a link 24 hours before the start of this training directly from the trainer.*

**Day One: 8:00 AM–4:30 PM (30-minute break)**

*Recruiting/Retention 8:00 AM - 12:00 PM*

- Legal Interviewing
- Screening Questions
- Behavioral Interviewing
- In Class Interviewing Exercise

*Human Resource Development 12:30 p.m. - 4:30 p.m.*

- New Hire Orientation
- Generational Differences in the Workplace
- Succession Planning
- Performance Evaluations
- Employee Engagement

**Day Three: 8:00 AM–4:30 PM (30-minute break)**

*Compensation Plan Design 8:00 AM - 12:00 PM*

- FLSA
- Salary Ranges
- Broad Bands
- Job Ranking/Slotting
- Point Factor Analysis
- Job Description Rating Exercise

*Legal Update 12:30 PM - 4:30 PM*

**Day Two: 8:00 AM–4:30 PM (30-minute break)**

*Employee and Labor Management Relations*

*8:00 AM - 12:00 PM*

- Employee Complaint Investigations
- Strategies for Working with Unions
- Harassment in the Workplace
- Employee Discipline
- Violence in the Workplace

*Benefits Administration 12:30 PM - 4:30 PM*

- ERISA
- Workers' Compensation
- FMLA
- Update to Benefits Requirements
- Benefits Costing Exercise
- Annual Benefit Limits Update

A certificate of completion will be provided after the training if you finish the full course.

3 Full-Days Training Series Cost:

- \$735: Greater Rochester Chamber members
- \$875: Non-members – FULL SERIES discount

Individual Cost (Applies to Any ONE Half-Day

Class Only):

- \$145: Greater Rochester Chamber members
- \$185: Non-members

Questions? **[Cassidy.Pendell@GreaterRochesterChamber.com](mailto:Cassidy.Pendell@GreaterRochesterChamber.com)**



**Toni R. Zeiser, SPHR, SHRM-SCP**  
*Training and Consulting Associates*

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Experienced Senior Human Resource Leader with a demonstrated history of success working in manufacturing, health care, higher education, not-for-profit and consulting. Highly skilled in delivering end to end Human Resource excellence in Career Development, HR Consulting, Labor/Employee Relations, Site Management, Diversity, Equity & Inclusion endeavors, Training initiatives, Employee Engagement and Strategic Planning. Strong human resources professional with a BA in Psychology from SUNY Geneseo and a Labor Management Certification focused in Industrial and Labor Relations from Cornell University.

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