

Human Resources Management Training Curriculum - Fall 2026

6 x 4-hour sessions • **Register online at GreaterRochesterChamber.com.**
Seminars are held either in person or online via virtual platform, depending on the date.

Day One: 8:00am - 4:30pm (30-minute break)

Talent Acquisition & Talent Mgmt 8:00am - 12:00pm

- Modern Recruiting Tactics
- Legal Interviewing and Screening
- Behavioral Interviewing
- Employer Branding
- Onboarding Design
- Engagement Strategy
- Turnover Analytics
- In Class Exercise: Interviewing

Human Resource Development 12:30pm - 4:30pm

- New Hire Orientation
- Managing Generational Differences
- Succession Planning
- Develop Active Listening Skills
- Set SMART Goals
- Leadership Development
- Performance Systems
- In Class Review of Seven Habits of Highly Effective People

Day Two: 8:00am - 4:30pm (30-minute break)

Employee & Labor Relations 8:00am - 12:00pm

- Employee Complaint Investigations
- Strategies for Working with Unions
- Harassment in the Workplace
- Employee Discipline
- Violence in the Workplace
- Update on Union Impacts in the Workplace
- In Class Exercise: Employee Relations Incident Review

Benefits Administration 12:30pm - 4:30pm

- Navigating ERISA
- Benefits to Attract and Retain
- Update to Benefits Requirements
- Annual Benefits Limits Update
- In Class Exercise: Pricing Out Benefits

Day Three: 8:00am - 4:30pm (30-minute break)

Compensation Plan Design 8:00am - 12:00pm

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

Labor Law Overview & Update 12:30pm - 4:30pm

- Wage and Hour Rules
- FLSA Classification
- Managing Protected Leaves
- Reasonable Accommodations

Participation Discounts Available!

- Participants in one or more 2026 Wage & Salary Surveys - Compensation Plan Design discount
- Participants in the 2025 or 2026 Health Benefits Survey - Benefits Administration discount
- Registrants in the 2025-26 Recruitment Forum - Talent Acquisition and Talent Mgmt discount

Please contact [Kathy](#) for a **special discount code!**
We are rewarding member participation and use of HR Services!

3 Full-Days (6 Half-Days) Class Cost*:

- \$745 Greater Rochester Chamber Members
- \$945: Non-Members

* lunch included for full day attendees

Individual Half-Day Per Class Cost:

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

A certificate of completion will be provided to those completing all 6 sessions.

Questions? Contact **Kathy.Richmond@GreaterRochesterChamber.com**

Human Resources Management Meet the Trainer



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

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.

2026 Scheduled Session Dates:

- 1st Quarter: 1/6, 1/20, 2/3, 2/17 (virtual)
- 2nd Quarter: 4/21, 5/5, 5/19, 6/2 (in person)
- 3rd Quarter: 9/1, 9/8, 9/15 (in person)

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