



Train Me Today's **HR Bootcamp**

Objective: Prepare those with limited HR knowledge with what they need to be effective at their respective companies.

SAMPLE SCHEDULE

TIME:	TOPICS:
8:30am	Introductions/What Does HR Do?
9:00am	Employment Laws and Human Resources
10:30am	Strategic Planning: HR's Role in the Organization
12:00pm	Lunch Break
1:00pm	Leaves of Absence
2:30pm	Performance Management/Documenting Poor Performance
4:00pm	Risk Management & Workers' Compensation

LEARNING MATERIALS AND RESOURCES

Train Me Today Products

CERTIFICATE OF ATTENDANCE

All students that complete the full-day program will receive a Certificate of Attendance.

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