



CARPENTER BUSINESS
RESOURCES, LLC

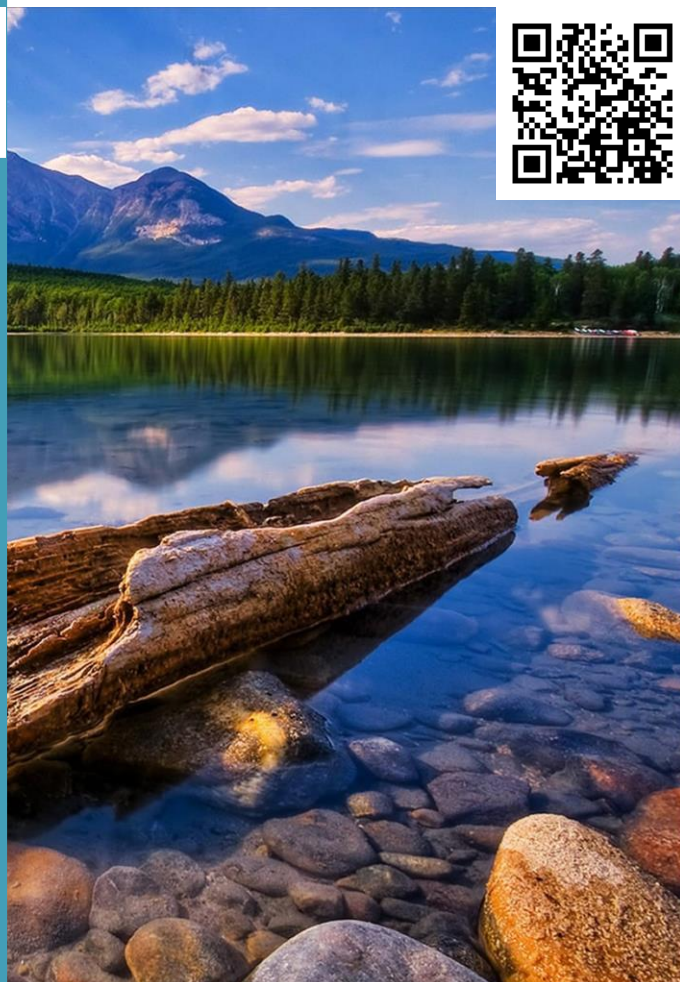
PRESENTS:

LEARN AT LUNCH SERIES

SEPTEMBER – NOVEMBER 2019

12:00 – 1:00

316 Main Street, Suite B
Polson MT



September 10th: Sexual Harassment Training

Train to avoid costly litigation and poor company image. Most importantly, ensure your employees, customer and vendors are interacting in a healthy workspace. This is training you can take back to your team.

September 17th: Employee Handbooks

Whether you are developing or improving your company handbook, this session will help you determine which components should be included and the importance of an effective handbook for your company.

October 8th: Job Descriptions

Learn the value of having job descriptions and what should be included in a well written description. You will leave with samples to incorporate into your current program.

October 29th: Recruiting the Right Talent

Good talent is hard to find and even harder to retain. Learn best practices for recruiting from refining your job descriptions to creating job postings to reference checking.

November 19th: Interviewing

Learn how to best use the process of phone screening to in-person interviewing. Discuss interview questions, how to conduct a solid interview and who should participate in one. Consistent practices will help your company reputation and make your selection process easier.

Register at 406.871.2574 or
cc.businessresources@gmail.com

\$15 per session or \$70 for series

Feel free to bring food & drink with you.
Seating is limited, reserve your space now.
Small group sessions with plenty of interaction!

Series brought to you by:
Cindy Carpenter, SHRM-SCP, SPHR
Owner, Carpenter Business Resources, LLC

Cindy holds the two top Human Resource certifications – SPHR (Senior Professional in Human Resources) and SHRM-SCP (Society of Human Resource Management – Senior Certified Professional). With a degree in Business Education from the U of M, she has more than 25 years of training experience primarily focused on people topics. Cindy has been a practicing HR professional since 1996 in the banking and insurance industries. As a small business owner, Cindy brings a valuable combination of training, education, business ownership and real-life experience to all services she offers.

www.carpenterbusinessresources.com