



## Mid-Michigan Library League

~ Training Opportunity ~

### Human Resources Part I: HR Basics – The “hard” skills

**When:** Thursday, December 3rd, 2015, 10:00 a.m. to 4:00 p.m.

**Where:** Mason County District Library, 217 East Ludington Ave., **Ludington**, MI 49431, (231) 843-8465, <http://www.masoncounty.lib.mi.us>

**Who:** **Brian L. Mortimore, SPHR**, Director of Human Resources and Organizational Development, Kent District Library

### Workshop Description

Part I of a two-part series, this workshop will focus on employment laws, performance management, and all things related to Human Resource Management in the Library. Sample topics include:

- » *A primer on Human Resource Management and the history of labor in America*
- » *Salaried vs. Hourly pay designations and the impact of each on staffing decisions*
- » *Workers Compensation, Americans with Disabilities Act, the Family Medical Leave Act, and how the three can be related and how to address scenarios under each*
- » *Performance Management – coaching employees under the A,B,C model, scenarios will be shared and discussed*
- » *Investigating employee/patron complaints*

\*\*\* We will devote a good portion of the day to a game we like to play called “Stump the HR Guy” where participants will submit their own challenging scenarios in writing and they will be randomly drawn and openly discussed for everyone’s benefit. **BRING YOUR SCENARIOS!** \*\*\*

***A member of the Society for Human Resource Managers (SHRM), Brian Mortimore brings 20 years’ experience as a Human Resource professional in healthcare, higher education, and the library industry. He holds degrees from Lake Superior State University and a Michigan State University (MSU) where he studied organizational communications and human resource management.***

**Registration fee is \$50 and includes lunch. Registration deadline: November 26<sup>th</sup>**  
**Use registration form or, go to <http://mml.org/workshops.html> for full description**

***Part II of this two-part series, also presented by Brian Mortimore, will be held March 31<sup>st</sup>, 2016 in Cadillac.***

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