



I A INSTITUTE FOR APPLIED MANAGEMENT & LAW, INC.

The Professional's Choice in Training Since 1979

2012



Irvine, California
March 5-9, 2012



Orlando, Florida
March 19-23, 2012



Orlando, Florida
July 23-27, 2012



Newport Beach, California
July 30-August 3, 2012



Las Vegas, Nevada
October 22-26, 2012

THE CERTIFICATE IN ESSENTIALS OF HUMAN RESOURCE MANAGEMENTSM SEMINAR

**The Nation's Leading Seminar Covering
All Important Aspects of Human Resource
Management...Since 1983!**



Terrific faculty with real world experience and insight.
Time-tested curriculum designed for today's complex workplace.
Relevant, timely and authoritative information.

"The instructors were excellent, the course materials were solid, and the on-site administration was very effective. The classroom, hotel, atmosphere, and even the weather were wonderful. I can think of nothing that needed improvement. I hope to attend another IAML seminar. Keep up the good work!"

**Eric Burkhead • Senior Human Resources Generalist
Emerald Queen Hotel & Casinos • Fife, Washington**

"Great instructors who gave valuable information."

**James Ballew • Human Resources Coordinator
Barrick Goldstrike Mines Inc. • Elko, Nevada**



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The Certificate In Essentials of Human Resource ManagementSM Seminar

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Seminar Advantages!

- Time-tested curriculum designed for today's complex workplace.
- Relevant, timely and authoritative information.
- Talented and savvy faculty with real world experience and terrific platform skills.
- Participants earn the prestigious and widely recognized Certificate in Human Resource ManagementSM from IAML, one of the nation's leading training organizations.
- Enjoyable collegial atmosphere encourages networking.

"I thought the seminar was outstanding! Both instructors were excellent and have unique presentation styles. I can't wait to attend another IAML session, keep up the great work!"

Tracey Scheidt
Human Resources Generalist
Fingerhut Direct Marketing
Eden Prairie, Minnesota

This 4 1/2 day seminar has been approved for 29.75 credit hours towards PHR and SPHR recertification through the HR Certification Institute. The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this seminar has met the HR Certification Institute's criteria to be pre-approved for recertification credit.



INSTITUTE FOR APPLIED MANAGEMENT & LAW, INC.

1200 Newport Center Drive, Suite 220
Newport Beach, CA 92660
Telephone: (949) 760-1700
Facsimile: (949) 760-8192

www.IAML.com



Dear Colleague:

IAML's Certificate in Essentials of Human Resource ManagementSM Seminar provides a broad and practical foundation of knowledge in important human resource topics. Whether you are new to the HR field, or are in need of an update, this seminar is information-packed and empowering.

Offered at attractive locations nationwide, this seminar features an outstanding faculty of experienced employment law attorneys and highly qualified human resource consultants. All have impressive teaching skills and excellent track records teaching IAML seminars.

The first two days (presented by savvy employment law attorneys) cover all of the major employment laws and regulations and how to comply with the legal requirements. The last 2 1/2 days cover topics such as staffing, training, compensation, and other important human resource subjects.

You, or a member of your staff, will certainly benefit professionally by attending this popular seminar, and you will enjoy yourself as well.

Sincerely yours,

Scott H. Schroeder
Scott H. Schroeder
Vice President

Partial List of the Thousands of Participating Organizations

Activision Blizzard, Inc.	County of Gwinnett	Hecla Mining Company	Newmont Mining Corporation	Synovis Surgical Innovations
Air Cargo Carriers, Inc.	County of Montgomery	Heinz North America	Northtec LLC	T-Mobile USA, Inc.
Alcoa	Crawford Communication, Inc.	Hill-Rom	OSI Restaurants	Time Warner Cable
Allergan	CWS Apartment Homes	Home Depot, Inc.	P & H MinePro	TJX Companies, Inc.
American Express	Darden Restaurants, Inc.	Intermountain Healthcare	Payless ShoeSource, Inc.	Toshiba America Medical Systems
American Greetings	Denison Industries	International Coffee & Tea, LLC	PGT Industries	Toyota Material Handling U.S.A.
American Water	Dow Corning Corporation	Invista	Plexus Corp.	Toyota Motor Sales, U.S.A., Inc.
Apple Inc.	Durango-McKinley Paper Co.	Ion Media Networks	Polo Ralph Lauren Corporation	Travelers Insurance Co.
Aramark Corporation	Eckart America	Ista Pharmaceuticals, Inc.	Portland General Electric Co.	TriWest Healthcare Alliance
Arch Coal, Inc.	Energen Corporation	JM Family Enterprises	Pratt & Whitney Rocketdyne	U.S. Department of State
AstraZeneca Pharmaceuticals LP	ENSCO, Inc.	Jos. A. Bank Clothiers, Inc.	PRO-TEC Coating Company	United States Steel Corporation
Authentic Specialty Foods, Inc.	Epson America, Inc.	K. Hovnanian Homes	Procter & Gamble	United Stationers Co.
Axway, Inc.	Ericsson	Kimberly-Clark Corporation	Quartz Corporation	University of Akron
Barrick Gold of North America, Inc.	Estee Lauder Companies	Koch Industries, Inc.	QVC Network	University of Kentucky
Batesville Casket Company	Expancel Inc.	Koch Supply & Trading	Ralcorp Holdings, Inc.	URS Corporation
BHP Billiton	ExxonMobil	Kraft Foods Inc.	Robert Bosch Corporation	Vanguard Group, Inc.
Billy Graham Evangelistic Association	Federal Express	Kroger Company	Ruiz Foods	Warner Bros.
Boar's Head Provisions Co., Inc.	Federal Reserve Bank	Liberty Mutual Group, Inc.	Salt River Materials Group	Waste Management, Inc.
Brookhaven National Laboratory	Federated Mutual Insurance Co.	LifeNet, Inc.	San Francisco Public Utilities Commission	WCM Industries, Inc.
CarlMax	Flint Energy Services	Los Alamos National Laboratory	Sandia National Laboratories	WellPoint Inc.
Cash America International, Inc.	Florida Power & Light	Lowe's Companies, Inc.	ServiceMaster Company	Western & Southern Financial Group
Celanese Chemical Co. Inc.	Florida's Natural Growers	Loyola College in Maryland	Simonton Windows	Western Refining Company
Chemring Ordnance	Fluor Corporation	Macy's	SOC LLC Hawthorne	Whatcom Council of Governments
Chugach Alaska Corporation	FMC Corporation	Masco Corporation	Sonoco Products Company	Whittaker Controls, Inc.
CITGO Petroleum Corporation	GAIAM, Inc.	Materion Corporation	Southeastern Freight Lines, Inc.	Williams Companies, Inc. (The)
CitiTrends, Inc.	General Dynamics	Mayo Clinic Rochester	Southern California Edison Company	World Omni Financial Corp.
City of Dothan	Gerdau AmeriSteel Corporation	Merchant Link, LLC	Southern Illinois Healthcare	Worthington Industries, Inc.
City of Olathe	Gila River Gaming Enterprises, Inc.	Merriman	State Farm Insurance Companies	Wyoming Medical Center
City of Overland Park	Gilead Sciences, Inc.	Midwestern University	State of Louisiana	ZIP-PAK
Comcast Cable Communications	GlaxoSmithKline	Mikron Industries, Inc.	State Street Global Advisors	
County of Olallam	Gulfstream Aerospace Corp.	MillerCoors LLC	Stillwater Mining Company	
County of Clark	Hannaford Bros. Co.	MTS Medication Technologies	Stora Enso North America Corp.	
County of Cook	Hayes Lemmerz International	Navistar International Corporation		

Features and Benefits

of the Certificate in Essentials of Human Resource ManagementSM Seminar

AN OVERVIEW

Presented by IAML for more than 25 years, The Certificate in Essentials of Human Resource ManagementSM Seminar provides comprehensive and practical coverage of many important aspects of human resource work. The objective of the program is to help participants immediately become more effective on the job, while helping them prepare for greater responsibilities.

OBJECTIVES

All instruction and reference materials are developed so they can be applied in the everyday workplace. Participants learn the essentials of employment law, compensation program design and planning, key training techniques to develop a performance based evaluation program, HR decision metrics, and HR strategies.

INSTRUCTORS

Each seminar features block leaders who are employment law attorneys with extraordinary legal backgrounds and nationally known human resource consultants who have extensive practical experience. All are veteran IAML presenters with outstanding platform skills.

SEMINAR STRUCTURE

The Certificate in Essentials of Human Resource ManagementSM Seminar is comprised of two "blocks" of instruction, which are completed over 4½ consecutive days.

INTERACTION

Faculty members use skill development techniques and practical classroom application of the information during the entire program. Questions are openly encouraged from all participants during the programs, lunches, breaks and after the sessions.

"Brenda Heinicke was absolutely amazing! Her energy, enthusiasm and knowledge made it easy and fun to learn. Cindy Cook was very knowledgeable and had interesting material. I very much enjoyed both blocks of instruction."

Jessica Going • Human Resources Specialist
Day & Zimmerman Hawthorne Corp. • Hawthorne, Nevada

Participants will find a collegial atmosphere which fosters the sharing of ideas and experiences.

SEMINAR FORMAT

BLOCK I 2 Days
Monday & Tuesday
Legal Aspects of HR Management

BLOCK II 2½ Days
Wednesday, Thursday,
& Friday
**Hiring Strategies/
Compensation/Training**

WHO SHOULD ATTEND

IAML believes that anyone currently involved in human resources, or anyone wanting to become involved, would benefit by participating in this program. For those new in the field, this program will provide an extremely valuable foundation and the skills necessary for a successful career in human resources.

For those already in the field, this program will provide an excellent overview, as well as new insights regarding many aspects of human resources.

Representative Titles of Participants

Administrative Assistant
Business Services Manager
Employee Relations Representative
Employment Manager
Executive Assistant
Human Resources Representative
Human Resources Assistant
Human Resources Associate
Human Resources Supervisor
Human Resources/Payroll
Senior Recruiter
Staffing Specialist
Vice President Human Resources
Onboarding Consultant

CERTIFICATE AWARDED

The Certificate in Essentials of Human Resource ManagementSM is awarded when a participant attends all 4½ days of the seminar. No examinations are given. These attractive Certificates are mailed 2-4 weeks after the end of each program. If you complete only one block, you can still receive a certificate if you complete the remaining block within a two-year period. All blocks need not be completed at the same location.

MATERIALS

The seminar materials have been developed as a resource for use in the program as well as a desk reference in the office. The materials are current and reflect the issues and ever changing demands placed on the human resources professional.

BENEFITS

How can you expect to benefit from participating in The Certificate in Essentials of Human Resource ManagementSM Seminar?

- Your on-the-job performance immediately improves.
- You gain all the information needed to understand and participate in a variety of human resource functions and activities.
- Your confidence in dealing with complex and often perplexing human resource and employee relations law issues increases.
- You will be able to deal more proactively with a wide range of issues and topics.
- Your value to the organization increases.
- You share an environment with colleagues and professionals that provides an excellent forum for sharing ideas and meeting people.

In short, this seminar provides a strong foundation of human resources essentials to enable HR professionals to get the information and insight they need to achieve the highest level of professional performance.



Outstanding faculty

Cindy S. Cook (left) with recent IAML seminar participant, Caroline Lopez, HR Manager, AIMCO, is one of IAML's many highly-rated instructors.

Professional Education

American Payroll Association



The Institute for Applied Management & Law is an approved provider of payroll training for FPC and CPP recertification through the American Payroll Association. This 4½ day seminar has been approved for 23.5 recertification hours.

WorldatWork

This 4½ day



seminar qualifies for recertification credits for CCP, CBP, GRP and WLCP designations granted by WorldatWork Society of Professionals. For more information on recertification, visit the WorldatWork Society website at www.worldatworksociety.org.

Human Resource Certification Institute (HRCI)

This 4½ day seminar has been approved for 29.75 (general) recertification credit hours toward PHR, SPHR, and GPHR recertification.

"The seminar was very insightful and the content well organized. The instructors are to be commended for such an exceptionally delivered seminar."

Susan Shettles
Manager, Human Resources
Projects and Analysis
FedEx Customer Information Services
Collierville, Tennessee

BLOCK I Legal Aspects of HR Management

Monday & Tuesday

Employment Law Overview:

KNOWLEDGE EVERY
MANAGER AND
SUPERVISOR NEEDS TO
HAVE TO REDUCE THE
EMPLOYER'S LEGAL RISK

Employment Discrimination Law

- Title VII of the 1964 Civil Rights Act (discrimination and retaliation)
- The Age Discrimination in Employment Act
- The Americans with Disabilities Act (including reasonable accommodation and undue hardship)
- The 1991 Civil Rights Act
- The Equal Pay Act
- Executive Order 11246/ Affirmative Action
- The Rehabilitation Act
- State discrimination laws

Kinds of Discrimination

- Disparate treatment
- Disparate impact
- Harassment (including sexual harassment)

How Discrimination is Proven

- Direct evidence ("smoking guns")
- Circumstantial evidence
- Statistical/numerical evidence

Specific Laws/Rules Regarding Employment Termination

- "Employment at-will"
- Public policy discharge
- Implied contracts
- Whistle-blower laws

Labor Standards Laws

- Fair Labor Standard Act (wage-hour, overtime, child labor)
- Occupational Safety and Health Act
- Family and Medical Leave Act

Labor Law –The National Labor Relations Act Miscellaneous

- Worker's Compensation
- COBRA
- ERISA
- WARN

Potential Personal/ Individual Liability for the Manager/Supervisor

Safety and Security Issues in Today's Workplace

How to Cope:

COMPLYING WITH THE LEGAL REQUIREMENTS

Employee Selection: Hiring and Interviewing Employees

- How to avoid costly hiring mistakes
- What to look for
- What not to ask
- Negligent hiring
- Objective vs. subjective criteria
- Workplace diversity issues
- Employee orientation
- Drug testing/medical evaluations

Managing, Training and Supervising Employees

- What is/is not "harassment" on the job
- The importance of good communication
- Negligent retention/supervision
- Job assignments/onerous work/overtime
- Employee safety
- Job accommodation/pregnancy/family-medical leaves
- Employee privacy/electronic monitoring
- Drug and alcohol policies/practices
- Investigating/reporting employee complaints
- The supervisor or manager who keeps notes, a diary, or a notebook about his/her employees

Evaluating/Appraising Employees

- Importance of the evaluation in litigation/employee relations
- The biggest obstacles to honest, accurate evaluations
- How to correct performance/conduct problems
- The self-appraisal as an important management tool
- How to say what you mean on an evaluation

Employee Discharge and Discipline

- A detailed checklist for supervisors and managers to reduce the likelihood of "wrongful discharge" and/or claims of discrimination
- Unemployment claims
- Requests for a job reference/defamation risks

BLOCK II Human Resource Management

Wednesday, Thursday,
& 1/2 day Friday

A Strategic Planning Case Study

- Develop an understanding of HR from Different Perspectives
- Apply Mindmapping, an Integrated HR Strategic Thinking and Decision-Making Tool
- Assess External and Internal Environments
- Make the Vision for HR Explicit
- Determine HR Delivery Strategies to Achieve the Vision
- Align HR with the Business
- Participate in Strategic Decisions
- Plan for Change in HR
- Improve HR Performance through the Application of Sound Compensation Practices, Hiring Strategies, and Learner Targeted Training.

COMPENSATION PRACTICES... KEYS TO A SOUND COMPENSATION PLAN

Develop a Compensation Plan "An Overview"

- Understand the strategies and practices of compensation
- Types of compensation
- Compensation system and design issues
- Legal constraints of compensation plans
- Executive compensation

Job Pricing for Today's Market

- Understand How To Conduct an External Market Comparison
- Determine Internal Job Worth through Job Evaluation
- Recognize Pros and Cons of various Job Evaluation Methods
- Consider Compensation Trends, Projections and Strategies

Tools and Methods to Maintain Equity

- Understand compensation compression/pay adjustments/range matrix
- Perform Median Compensation Analysis
- Conduct Weighted and Simple Average Compensation Analysis

Ensure Lawful Pay Practice Compliance

- Recognize Exempt or Non-exempt Classifications
- Identify Equal Pay Self-audit
- Apply IRS SS8 form to Determine Employee versus Independent Contractor
- Understand Independent Contractor Agreement Strategies

Proactive Performance Management and Strategies

- Understand Performance Management Process and Timeline
- Apply Steps to Performance Planning and Goal Setting
- Discover Tools to Eliminate "Fuzzy" Goals

HIRING STRATEGIES FOR TODAY'S JOB MARKET

Strategies to Contain and Reduce Hiring Costs

- Learn How To Calculate the Cost of a Hiring Error
- Determine your Average Cost Per Hire
- Diversity and Diversity plans

Employee Benefits

- Understand developing benefits strategy
- Government mandated benefits
- Understand various types of benefits such as security, retirement, and family oriented

Gain a Thorough Understanding of the Job to be Filled

- Apply Time Tested and Effective Job Analysis
- Isolate the Critical Competencies Required to Perform the Job Effectively
- Discuss Easy-to-use Tools and Tips for Developing or Revising Job Descriptions

Creating Sourcing Strategies

- Understand the Labor Market and its Influence on your Long and Short Term Hiring Strategies
- Clarify Internal Sourcing Strategies

- Identify External sourcing Strategies
- Build a sourcing plan
- Measure the effectiveness of your plan

Competently Select the Right Candidates

- Plan the interview
- Create an Interview Guide
- Develop Questions that Measure Candidate Competencies

- Apply Open-ended, Probing and Closed-ended Questions
- Recognize Effective Listening Techniques
- Understand use of Multi-rater Evaluation Forms

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- Recognize Effective Listening Techniques
- Understand use of Multi-rater Evaluation Forms

Applied Job Offer Acceptance Strategies

- Sell the Candidate on the Job and Company
- Create an enticing offer

Create New Hire Excitement

- Develop Tips and Strategies
- Expand Onboarding Topics and Delivery Methods

TRAINING THE TRAINERS... SUBJECT MATTER EXPERTS GEAR-UP TO UNDERSTAND HOW TO EFFECTIVELY DEVELOP AND DELIVER TARGETED LEARNER TRAINING

Question What is to be Learned: Organizationally/By Task/ By Individual Learner

- Design Specify How Learning Will Take Place
- Develop, Author and Produce Learning Tools
- Implement and Deliver the Instruction
- Evaluate Learning Experience to Determine Program Effectiveness

Apply Adult Learning Styles in the Classroom

- Understand How Adults Perceive and Process New Information
- Prepare Programs that Address Varied Learning Styles

Utilize Learning and Retention Strategies

- Discover Tips and Methods to Support Program Content Retention
- Understand How To Utilize Individual Learning Plans
- Learn How To Support ROI

2012 Seminar Schedule

IRVINE, CA	ORLANDO, FL	ORLANDO, FL	NEWPORT BEACH, CA	LAS VEGAS, NV	Locations
March 5-9, 2012 Hyatt Regency Irvine (949) 975-1234	March 19-23, 2012 Buena Vista Palace (407) 827-2727	July 23-27, 2012 Buena Vista Palace (407) 827-2727	July 30-August 3, 2012 Hyatt Regency Newport Beach (949) 729-1234	October 22-26, 2012 Golden Nugget Las Vegas (702) 385-7111	
					Faculty
Block I: Brenda K. Heinicke, Esq. Block II: Barbara L. Fielder	Block I: Shay Zeemer Hable, Esq. Block II: Barbara L. Fielder	Block I: Shay Zeemer Hable, Esq. Block II: Barbara L. Fielder	Block I: Brenda K. Heinicke, Esq. Block II: Di Ann Sanchez	Block I: Gregg Jay Tucek, Esq. Block II: Di Ann Sanchez	
<p>Reward yourself with a stay at the AAA Four-Diamond Hyatt Regency Irvine (adjacent to the City of Newport Beach) in Orange County, California. Discover the outstanding service and amenities that have made this property the only Irvine hotel to earn this highly regarded honor – from the impeccable attention to detail to their impressive facilities. The prime setting of this stylish hotel lets you easily explore all that the OC area offers. Nearby beaches include Newport, Huntington, Laguna and Balboa Island. Nearby attractions include Disneyland, California Adventure, Knott's Berry Farm and Anaheim Stadium (home of the Angels). Complimentary airport shuttle service to nearby John Wayne/Orange County Airport is available.</p>	<p>Buena Vista Palace, an official Walt Disney World Resort, is a contemporary haven offering refurbished accommodations, a majestic new lobby and unsurpassed hospitality. Guests enjoy complimentary transportation to the Walt Disney World Theme Parks. Plus, park tickets are never a problem. Admission is guaranteed for Buena Vista Palace guests, even if the parks are full. Guest rooms are stylishly appointed and feature 32" HDTV, a mini-refrigerator and high-speed and wireless Internet access. The hotel features a 10,000 square-foot spa, three heated swimming pools, Jacuzzi and sauna, and several restaurants and lounges.</p>	<p>Buena Vista Palace, an official Walt Disney World Resort, is a contemporary haven offering refurbished accommodations, a majestic new lobby and unsurpassed hospitality. Guests enjoy complimentary transportation to the Walt Disney World Theme Parks. Plus, park tickets are never a problem. Admission is guaranteed for Buena Vista Palace guests, even if the parks are full. Guest rooms are stylishly appointed and feature 32" HDTV, a mini-refrigerator and high-speed and wireless Internet access. The hotel features a 10,000 square-foot spa, three heated swimming pools, Jacuzzi and sauna, and several restaurants and lounges.</p>	<p>Amidst a city sporting an exclusive collection of jetties, harbors and bays, is the Hyatt Regency Newport Beach, a landmark resort hotel. Elegantly perched on 25 sprawling acres overlooking lower Newport Bay, within walking distance of charming Balboa Island and the exclusive Fashion Island Shopping Mall. The hotel has excellent recreation facilities, including multiple swimming pools and a Par 3 golf course. Nearby are Disneyland, Knott's Berry Farm, and other attractions. Newport Beach is 45 minutes south of Los Angeles, and 65 miles north of San Diego. Free airport shuttle service to nearby John Wayne/Orange County Airport is available.</p>	<p>The Automobile Association of America has named the Golden Nugget Hotel & Casino as one of its coveted Four Diamond award winners for the 32nd consecutive year, upholding the record for lodging establishment in the state of Nevada. The Golden Nugget remains the only Four Diamond award winner on the historic Fremont Street Experience. The hotel has just completed a \$300 million renovation project and offers 2400 deluxe guestrooms; a high-energy casino; nightly entertainment; world class restaurants; luxury spa; salon and fitness center; and The Tank, a year-round outdoor swimming pool completed with a 200,000-gallon shark aquarium and new H2O Lounge.</p>	Hotel & City Information

Instructor biographies are available at www.IAML.com

IAML's DVD Training Products



John F. Wymer, III, left, (Partner in Paul, Hastings, Janofsky and Walker) and Raymond M. Deeny (Partner in Sherman and Howard) on the production set.

IAML offers proven DVD training products that are being utilized by thousands of organizations. A 33-title Employment Law Series that includes updated DVD's on Sexual Harassment, ADA, and FMLA, and new DVD's on Retaliation, Electronically Stored Information, and How To Give Your Best Testimony. In addition, a five-title Employment Law Compliance Program includes an optional testing and certification component. All of these DVD's feature two of IAML's highly rated instructors, Raymond M. Deeny and John F. Wymer, III. Free previews are available. Please call IAML for further details or to request a brochure.

IAML's User Friendly E-Learning Solutions

IAML offers more than 80 e-learning training courses ranging from employment law compliance and environmental, health and safety to business and managerial skills. Each online training course is concise, engaging, highly informative and cost effective.

IAML is pleased to offer a FREE demonstration of any of our online training courses (please call us or visit our web-

site for a complete listing). All you need to do is call IAML at (949) 760-1700 and provide your email and we will give you a personalized password that will allow you access to any of IAML's online training courses for evaluation purposes. If you have any questions regarding our online training (including cost information), please call us today.

IAML Expands Into Voluntary Benefits Market

IAML is proud to announce that, through our affiliate, we are now partnered with two nationally-known organizations that offer state-of-the-art products and services that can help you improve your employee relations.

- Our partnership with Allstate Workplace Division ("the good hands people") enables us to offer "best in class" products and services for the voluntary Employee Benefits marketplace. Moreover, through special arrangements with IAML, Allstate can offer innovative, money-saving employee benefit management solutions.
- IAML also offers a program which enables employers to make it possible for their employees to purchase computers, electronics and appliances through the convenience of payroll deduction. This program is very popular with employees and addresses the desire to enrich the employee experience at modest or no cost to the employer, in a difficult credit environment.

Please call Bob Lee at 949-760-1700 to learn more about these programs.

About IAML

The Institute for Applied Management & Law, Inc. (IAML) was founded in 1979 to produce practically-oriented, educational programs for management professionals. Tens of thousands of professionals from thousands of organizations have participated in IAML programs. In addition to the Certificate in Essentials of Human Resource ManagementSM Seminar, IAML offers the following programs:

- The Certificate in Employee Relations LawSM Seminar
- The Advanced Certificate in Employment LawSM Conferences
- The Certificate in Employee Benefits LawSM Seminar
- The Advanced Certificate in Employee Benefits LawSM Seminar
- The Certificate in Making Employment Workplace DecisionsSM Workshop
- AudioProSM Telephone Conferences on a variety of topics
- IAML E-Learning Training

IAML also offers in-house training programs and the following DVD training products:

- 33-Title Employment Law DVD Series
- Employment Law Compliance ProgramSM Call for your free review of these DVD's.

www.IAML.com

Faculty Biographies

CINDY S. COOK



is a human resources consultant with over thirty years of practical, hands-on experience in both government and large corporate environments. For several years, she worked for American Express, most recently as the director of employee relations. Her vast experience includes designing, managing, and delivering services in such areas as: organizational design; workforce analysis and manpower planning; establishing pay and benefit levels; employee relations; performance evaluation; personnel management policy and procedures; HR management information systems; global workplace diversity; and skill-specific and developmental training. She received her B.S. degree, summa cum laude, in Developmental Psychology from Westminster College.

BARBARA L. FIELDER



is a successful entrepreneur, leader and business owner of a human resources consulting and management training firm. With more than 28 years of human resources and leadership experience she is a much sought-after consultant and seminar/ workshop leader and trainer. Ms. Fielder writes frequently on topics which cover a wide range of business, leadership and communication issues for businesses large and small. She is the author of *I'm Communicating, But...Am I Being Heard?* and *Motivation in the Workplace*. Ms. Fielder earned her Master in Human Resources from Kennedy-Western University, and Bachelor of Science in Business Administration, with distinction, from the University of Redlands. She is listed in *Who's Who in the West*, in *Education in America*, *American Women* and *Who's Who in the World*.

BRENDA K. HEINICKE



is an attorney and employment law consultant. Ms. Heinicke advises and defends employers in a broad range of labor and employment law issues, including discrimination, sexual harassment, and wrongful termination cases. She represents employers in all aspects of employment-related litigation in state and federal trial and appellate courts, as well as in labor arbitrations. Ms. Heinicke is the co-chairperson for the Labor and Employment Department of the El Paso County Bar Association and recently received the bar association's Outstanding Young Lawyer award. She received her J.D. with honors from the University of Denver Law School in Denver, Colorado and was selected for the Order of St. Ives.

DI ANN SANCHEZ



Di Ann Sanchez is the founder of DAS HR Consulting LLC, a HUB certified firm focused on creative and non-traditional Human Resources programs and services. Ms. Sanchez has over 25 years of experience and has held executive Human Resources positions with both private and public companies. She has extensive experience in: Compensation, Benefits Planning, Recruiting, Retention Strategies, Diversity, Compliance Training, Succession Planning, Talent Management, Shared Services, HR Technology, Employee and Labor Relations, HR Audits, DiSC Assessments, and Strengths Training. She received her Bachelor's Degree from UCLA, Master' Degree in Organizational Management from the University of Phoenix, and is currently pursuing her Ph.D. in Organizational Management and Human Resources from Capella University.

GREGG JAY TUCEK, ESQ.



is an attorney and Vice President of Legal Affairs for Bashas', Inc. Formerly, he was a partner with the law firm Sherman & Howard where he practiced

exclusively in the area traditional labor and employment law. He represented employers in preventing and defending lawsuits in personnel-related litigation brought by individuals and government agencies. He is a member of the Labor and Employment Law Section of the Arizona and American Bar Associations. He received his law degree, cum laude, from William Mitchell College of Law. Mr. Tucek is admitted to practice before the Supreme Court of Arizona, Supreme Court of Minnesota, the United States Court of Appeals for the Eighth, Ninth and District of Columbia Circuits, and the United States District Court for the Districts of Arizona and Minnesota. Mr. Tucek's high-energy presentations feature "street-smart" insights and legal expertise.

WAYNE W. WILLIAMS



is an attorney in private practice in Colorado Springs. His practice includes employment discrimination and wrongful discharge litigation, employment law advice, traditional labor law, and wage and hour law. He received his J.D. degree from the University of Virginia where he was on the editorial board of the *Journal of Law and Politics*. He was appointed to the National Association of Counties Labor and Employment Steering Committee. He currently is an elected County Commissioner.

SHAY ZEEMER HABLE



practices in the Labor, Employment & Immigration Group at Taylor English in Atlanta. Her practice includes representing management in employment discrimination lawsuits in various state, federal and administrative jurisdictions, including race, sex, disability, family and medical leave, and other discrimination claims. Ms. Zeemer Hable received her J.D. from the Vanderbilt School of Law and graduated with highest honors from Emory University's Goizueta School of Business.

Registration Information

TO REGISTER

You may register in a seminar by any of the following methods:

- ☐ Telephone IAML at (949) 760-1700 to reserve space(s).
- ☐ Fax the registration form to IAML at (949) 760-8192.
- ☐ E-mail your registration from our web site: www.IAML.com

(IAML will confirm fax and e-mail registrations in writing. If you do not receive confirmation within seven days, please call IAML.)

- ☐ Mail the registration form to:
Institute for Applied Management & Law, Inc.
1200 Newport Center Drive Suite 220
Newport Beach, CA 92660

IAML has made arrangements for participants to receive especially attractive room rates at the hotels where the seminars will be held. To reserve a room at a hotel at the special rate, please make your hotel reservations at least four weeks in advance of the seminar and mention that you are participating in an IAML seminar.

Registrants are responsible for making their own hotel reservations.

Please note: If you experience any difficulty in making your hotel reservation, even within the four weeks prior to the program you

wish to attend, please call IAML. Through IAML's contacts, there is a good possibility that we can help you secure a reservation at the seminar hotel.

COSTS/SCHEDULE

The fee for the full 4½ day Certificate in Essentials of Human Resource ManagementSM Seminar is \$2,025.00, which includes all seminar materials and coffee breaks. Registration fees for those wishing to enroll in only portions of the program are:

BLOCK I (Monday and Tuesday): \$1,000.00 (2 days)

BLOCK II (Wednesday, Thursday, Friday): \$1,425.00 (2½ days)

PROGRAM SCHEDULE:
Monday through Thursday, 8:00am to 4:00pm Friday, 8:00am to 12:00 noon

DISCOUNTS

Many organizations receive discounts from IAML. Please call to see if your organization qualifies. Once an organization has registered a representative for any of the full, 4½ day seminars shown in this brochure, subsequent registrants from the same organization are entitled to a discount. A \$100.00 discount is available for each subsequent 4½ day registrant. Note:

Participants need not attend the same location or date, however discounts must be requested at the time of registration.

PAYMENT OPTIONS

A minimum of one-half of the total fees due to IAML should accompany your registration, or a Purchase Order Number should be provided. The total fees payable should be received by IAML at least two weeks prior to the seminar. Arrangements such as deferred billing can be made to accommodate special circumstances by contacting us. IAML accepts AMEX, Discover, MasterCard, and VISA.

Participants will receive a full refund of any fees paid if IAML receives written notification that they will be unable to attend at least two weeks prior to their program's starting date. Otherwise, participants are liable for the entire fee. Registrants requesting a transfer to another program within this two week period will be charged an additional fee of \$75.00 per day for each program day transferred.

You may substitute an associate at any time. While registrations may be accepted within two weeks prior to the beginning of a program, we suggest that you call IAML to confirm space availability.



Certificate Awarded

Robert M. Lee (Right), Executive Director of IAML, with recent participants Tom Cushard, Northrop Grumman; and Tammy Coulson and Tina Pallagi with ITT Industries, Inc. displays the Certificate that is awarded to participants who attend the entire seminar.

"I have been to other seminars in the past but none compare to walking away from the IAML seminar with such a feeling of accomplishment. It was well worth the time and money. Thank you."

Kathy Potter
Human Resources Coordinator
Alliance Community
for Retirement Living
Deland, Florida

REGISTRATION FORM The Certificate in Essentials of Human Resource ManagementSM Seminar

I WISH TO REGISTER FOR THE FOLLOWING SEMINAR:

- IRVINE, CALIFORNIA March 5-9, 2012
- ORLANDO, FLORIDA July 23-27, 2012
- LAS VEGAS, NEVADA October 22-26, 2012
- ORLANDO, FLORIDA March 19-23, 2012
- NEWPORT BEACH, CALIFORNIA July 30-August 3, 2012

I AM REGISTERING FOR: COMPLETE SEMINAR BLOCK I ONLY* BLOCK II ONLY*

*Participants may register in only one block, although participation in the full 4½ day seminar is recommended.

Name: Mr. Ms. _____ E-mail Address: _____

Title: _____ Bus. Phone: (____) _____ Ext.: _____ Fax #: (____) _____

Employer: _____ Employer Address: _____

City: _____ State: _____ Zip: _____ (Please include mail stop if required)

NAME AS YOU WOULD LIKE IT TO APPEAR ON CERTIFICATE (FULL SEMINAR REGISTRANTS ONLY):

Signature: _____ Date: _____

PAYMENT INSTRUCTIONS PLEASE MAKE CHECKS PAYABLE TO IAML. IAML'S FEDERAL I.D. NUMBER: 95-3548502

TOTAL FEES DUE: \$ _____

Check in full payment Deposit check for one half of full fees due Purchase Order No. _____

I wish to pay by credit card, please charge my: AMEX Discover MasterCard VISA

Cardholder name: _____

Card No.: _____ Exp. Date: _____ Signature: _____



IAML SERVICES, INC.

IAML Services partners with some of the leading service and product providers to help employers lower their employee benefit costs and administrative demands while providing a “best-in-class” employee benefits portfolio for their employees.

In many situations, the cost of better benefit solutions and new state-of-the-industry technology can be offset through the benefit offers themselves. IAML Services, Inc. will discuss and evaluate your benefits issues and administration, understand your “pain points” and then propose an employee benefit solution targeting your specific needs with measurable objectives, all without obligation, of course.

To accomplish this goal, we work with leading experts and partners to analyze your specific situation and suggest employee benefit products and services that address your organization's specific needs.

Our customized solutions can address the following employee benefit areas:

- Benefits Administration and Management through state-of-the-industry technology
- Outsourcing
- Enrollment Administration
- Core Medical Benefits
- Voluntary Benefits
- Long Term Care
- Dependent Eligibility Audits
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- Wellness
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- Heart/Stroke
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Whatever your situation and needs, IAML Services has the resources and ability to help you explore the optimal solutions. Please call us at (949) 760-1700 to confidentially discuss your needs.

THE CERTIFICATE IN ESSENTIALS OF HUMAN RESOURCE MANAGEMENTSM SEMINAR

2012

Irvine, California
March 5-9, 2012

Orlando, Florida
March 19-23, 2012

Orlando, Florida
July 23-27, 2012

Newport Beach, California
July 30-August 3, 2012

Las Vegas, Nevada
October 22-26, 2012



Irvine, California
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October 22-26, 2012



Orlando, Florida
March 19-23, 2012

Orlando, Florida
July 23-27, 2012



Highly-rated seminar instructors **Cindy Cook** (left) and **Brenda Heinicke**, with IAML Executive Director **Bob Lee**.

"I found the topics, materials and facilitators to be very informative."

Debra Wagner • Human Resources Manager
Brush Resources • Delta, Utah

"I really enjoyed everything! I am new to HR and benefited so much from this seminar! IAML has an awesome staff! The instructors were excellent!"

Jennifer Brady • Human Resource Coordinator
St. Francis Medical Center • Monroe, Louisiana

"This was a wonderful experience. Not only was I given tools to enhance my job performance but it was a great networking opportunity."

Kathy Wallace • Human Resources Director
Cook County State's Attorney's Office • Chicago, Illinois