

# LEARNING OBJECTIVES:

The information provided in this publication is intended to help you:

- + Implement effective recruiting and hiring practices.
- + Develop and implement company HR policies.
- + Develop and implement education and training programs.
- + Ensure compliance with labor laws.
- + Ensure compliance with HR regulations.
- + Develop employee retention programs.
- + Effectively manage workforce situations.
- + Develop a safety program.
- + Complete job task analysis.
- + Complete job hazard analysis.
- + Develop job descriptions.
- + Perform employee performance reviews.
- + Perform positive discipline reviews.
- + Develop an employee improvement plan.
- + Manage employee discipline and termination.
- + Develop a Safety Data Sheet Manual.
- + Develop or refine training manuals.

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