



**Attendees Asked for More, and Here it is!**

## **Best Practices in Human Resources** *A Program Designed Specifically for Contractors*

**Tuesday, November 5, 2019**

**8:30 a.m. - 9:00 a.m.**

**Registration**

**9:00 a.m. - 3:00 p.m.**

**Program (Lunch/Materials Included)**

**City of Maple Grove Community Center**

**12951 Weaver Lake Road - Maple Grove, MN 55369**

### **Why Attend This Program?**

Earlier this year, our presenters provided a short program for us called *HR: Top Priority Issues for Contractors*. The time flew by and we knew we had to do more on this topic! This isn't a legal seminar, it's **real-world, practical advice and solutions** that you can use to improve your business today.

### **Topics Covered**

- Creating a culture that encourages people to come work for you and stay!
- Developing and maintaining an employee handbook that reflects your values.
- Interviewing and on-boarding, including the latest on drug testing and marijuana.
- Crafting compensation and benefit policies.
- Managing safety and Worker's Compensation benefits.

In addition to these topics, we're leaving time to answer your questions too. Use the space on the registration form to let us know what you want to talk about. This program is recommended for owners, managers, and anyone in your business with HR responsibilities.

### **About the Instructors**

*Susan and Ian Schotanus are the owners of The Big Picture Consulting (TBPC). They have spent the last decade working exclusively with Residential & Commercial Service Providers across the country, helping them overcome their toughest employee management obstacles - Random Employee Situations, Department of Labor Audits/Investigations, Employee Handbook Development & Management, Business Strategy and more. Their goal is to give you the information needed to make the most qualified business decision possible for any situation your business faces!*

**\$59.00 for MHCA Members**

**\$79.00 for non-MHCA Members (save by joining MHCA!)**

**Space is limited to 40 attendees. Register today by completing the form below!**

For additional information about this program or MHCA membership, contact MHCA at (888) 782-6815.



**Best Practices in Human Resources**  
***A Program Designed Specifically for Contractors***  
**Tuesday, November 5, 2019**

**8:30 a.m. - 9:00 a.m.**      **Registration**  
**9:00 a.m. - 3:00 p.m.**      **Program (Lunch/Materials Included)**

**City of Maple Grove Community Center**  
12951 Weaver Lake Road  
Maple Grove, MN 55369

**ATTENDEE INFORMATION**

**(Copy Form For Additional Registrants)**

Name: (first) \_\_\_\_\_ (last) \_\_\_\_\_  
Name: (first) \_\_\_\_\_ (last) \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

**My question for the speakers is:**

\_\_\_\_\_

**REGISTRATION FEE**

	<b><u>Member</u></b>	<b><u>Non-Member*</u></b>
Attendee	\$59.00 per person	\$79.00 per person
# Attendees	_____	_____
<b>Total</b>	<b>\$</b> _____	<b>\$</b> _____

**\*JOIN MHCA FOR \$395.00 AND SAVE!**

**PAYMENT INFO**

**Credit Card:** VISA      MasterCard      Discover      AmEx

Name on credit card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

CC Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVC Code: \_\_\_\_\_

**Check:** Payable to "MHCA"

**Mail, fax, or email completed registration form to:**  
Minnesota Heating and Cooling Association  
6066 Shingle Creek Parkway, Suite 167  
Brooklyn Center, MN 55430

Phone: 888-782-6815  
Fax: 888-287-4116  
Email: [jane@assocmgmtservices.com](mailto:jane@assocmgmtservices.com)