



## Human Resource Workshop for NC Rural Communities for 2021

**8:00am until 1:00pm**

*For more information, please contact below:*

**SERCAP, Inc**

C/o Randy Welch

[rwelch@sercap.org](mailto:rwelch@sercap.org)

Or just call

919 805 5907 mobile (leave message)

\*Due to high demand of registrations, we are adding a second class scheduled for June 2<sup>nd</sup>, 2021\*

The class will be a complete virtual (one day) training event using the Go to Training virtual platform. Your attendance during this event will require you being present in front of your computer during the duration of the class. Please complete the registration form from the link provided below. Before the event, you will receive email reminders to log into the virtual training.

This is a continuation of our USDA Technical Assistance program for NC. This is a basic human resource workshop for those that are primarily associated with human resource responsibilities within your organization. Elected officials, financial managers, town and/or county managers, directors- workers and other persons that are involved with the human resource matters of your organization.

You will be engaged with up to date information on the human resource matters along with case studies and poll questions. You should attend if you need answers to human resource questions and/or just need a refresher.

All are invited

There is NO FEE charge for this training.

Human Resource Workshop—For Local Government Leaders and Staff

Date: June 2nd, 2021: <https://attendee.gototraining.com/r/8018392369478736898>

**\*Please click on the link to register for this very important virtual training session.**

See attached proposed agenda



*Co-sponsored by  
SERCAP-NC, RCAP and the City of Wilson NC*

**8:00-8:15** Welcome and Introduction (Randy Welch)

- Review agenda
- Poll Questions

**8:15-9:45** – Human Resource Basics

- Employee Handbook/Policies
- Performance Management
- Disciplinary Process

**9:45-10:00** – Break

**10:00 -12:00** – Key Personnel Laws/Regulations

- EEOC/Harassment
- ADA
- FMLA

**12:00 - 12:45** Break out Rooms and Case Studies

**12:45 – 1:00** Question and Answers

**Presenters:**

Agnes Speight – HR Director – City of Wilson

Christian Holland – HR Staff – City of Wilson

