

HUMAN RESOURCES

PELA MODULE 2 • April 23–27, 2012 • Valparaiso Police Department • 355 Washington Street • Valparaiso



Class size is limited to 30 participants, so make your reservations today!



Module 2 Overview

SEGMENT	EMPHASIS
Fundamentals of H/R Management	Planning and Administration of Human Resources Establishing Training and Development Goals Identifying Human Resource Needs
Coaching and Counseling	Understanding Coaching vs. Counseling Resolving Personnel Issues Avoiding Coaching and Counseling Pitfalls
Training and Development Strategies	Administering a Training Program Coordinating Training with Organizational Goals
Current Issues in Employment Law	Understanding Legal Aspects of H/R Management Incorporating ADA into Workplace
Valuing and Managing Diversity	Building Culturally Diverse Teams Advancing Understanding and Collaboration
Performance Appraisals	Managing Optimal Performance Appraisal Systems Developing Performance Appraisal Skills Enhancing Documentation Process

RESERVATION FORM

Name _____
Department _____
Rank/Title _____
First Name for Badge _____
Address _____
City _____ State _____ Zip _____
Phone _____
Fax _____
E-mail _____

FEES: \$750 per Module (all meals on your own)
3 or more individuals - \$650 each

PAYMENT TYPE

Purchase Order # _____
 Check MasterCard Visa
Expiration Date _____ Security Code _____
Account Number _____

Signature As It Appears On Card _____

If paying by check, send this form, along with full payment to:
IACP Foundation PELA Registration,
10293 North Meridian Street, Suite 175, Indianapolis, IN 46290

If paying by credit card, fax this form to 317.816.1633

Mark Your Calendar for Module 3 - August 27–31, 2012

FOR MORE INFORMATION ABOUT PELA MODULES CALL 317.816.1619

Cancellation Policy: No refund or "carry forward" for "No Shows." Cancel more than one week prior to the first day of class, 75% refund.

Cancel less than one week prior to the first day of class, 50% refund. Cancellations must be made in writing.

If you no longer wish to receive faxes, please e-mail your request to info@iacop.org.