



2010

NCARF Winter Training

Human Resource Issues in Non-Profits

January 22, 2010

FirstPoint, Inc · Greensboro, NC

10:30 am—4:30 pm

Join the North Carolina Association of Rehabilitation Facilities (NCARF) for a fun and interactive training event on Human Resource Issues in Non-Profits on January 22, 2010 in Greensboro. Mike Womble, SPHR, from Carolina Human Resources, Inc. will be instructing the course.

Topics will include: Personnel Manuals with samples to share, Developing Pay Scales, Responding to Unemployment Claims, Performance Evaluations with samples, and Confidentiality. Please come with questions prepared for a Question and Answer session.

Preliminary Agenda

9:30 am—10:30 am.....Registration

10:30 am—12:00 pm.....Education Sessions

12:00 pm—1:00 pm.....Lunch

1:00 pm—3:00 pm.....Education Sessions

3:00 pm—3:15 pm.....Break

3:15 pm—4:30 pm.....Education Sessions

4:30 pm.....Adjourn

\$10 discount off Early Bird Registration Rate if you register by December 31, 2009

Register by January 15, 2010 to receive the Early Bird Registration Rate.

- Member \$ 69
- Non-Member \$ 89

After January 15, 2010 add \$25.

Registration fee includes lunch and handouts.

Enclosed is my check for \$ _____

(payable to NCARF)

Name: _____

Badge Name: _____

Organization: _____

Address: _____

City, State, Zip: _____

Email: _____

Website: _____

Phone: _____

Dietary restrictions or allergies: _____

Location

FirstPoint, Inc / GMA Headquarters

225 Commerce Place
Greensboro, NC 27401

Parking details will be included with your registration confirmation.

Important—Please note:

Mail registration forms & payment to:

NCARF · PO Box 1658 · Boone, NC 28607

Or Fax to: 828-264-5006

Questions?

Contact NCARF Staff,

Nicole Shore, nshore@firstpointresources.com

Tracy Steadman, tsteadman@firstpointresources.com

Michelle Eggleston,
meggleston@firstpointresources.com

Phone: 919-863-9486