Developing Legal & Effective Job Descriptions  
April 15 2016  
1:00pm-5:00 pm

**Description:** This seminar will help participants master the important function of creating, revising and leveling job descriptions. Clearly defined job descriptions outline the outcomes you desire in attracting, motivating and retaining key talent. Participants will learn practical tips and tools to create job descriptions for use in salary administration and performance appraisals to match the needs of your organization.

**Seminar Objectives:** At the conclusion of the seminar, participants will be better able to:

- Identify the various purposes and uses of job descriptions
- Apply the practices and principles to prepare a job analysis of responsibilities, duties and specifications
- Apply guidelines for preparing effective job descriptions
- Set clear expectations of what to expect from a workforce
- Reference federal guidelines regarding exempt, nonexempt and independent contractor status

**Learning Methods:** Lecturette, discussion, case study scenarios to create, revise and level job descriptions.

**Target Audience:** HR generalists, employee relations specialists, internal HR consultants, middle and senior line managers

**Seminar Materials:** The materials include both print and online resources. It is designed to increase the participant’s skills, knowledge and competencies of human resource management.

- Participant Reference Book, which contains PowerPoint slides from the presentations, forms appropriate to topics discussed in class, web addresses and suggested readings for reference
- Examples of job descriptions in both exempt and nonexempt categories

**Instructor:** Raymond T. LaManna, SHRM-SCP

**Seminar Schedule:** 1:00pm-5:00 pm

**Location:** Manhattanville College, 2900 Purchase Street, Purchase, NY

**Fees:** $295.  *SHRM Member Pricing: $245.00*

This seminar is approved for 4 SHRM PDC Recertification Credits

For registration information, visit our website: [http://www.mville.edu/business/shrmeducation](http://www.mville.edu/business/shrmeducation)

*Or Contact Nancy Urell at nancy.urell@mville.edu*