

## WHY USE KOSOURCE?

- ◆ Over 28 years of experience working with supervisors and managers in the administration of Human Resources as an executive and consultant.
- ◆ The information supervisors receive from the training can be implemented immediately.
- ◆ KoSource is a member of the Society of Human Resource Management (SHRM) and the Human Resource Association of Central Indiana (HRACI).
- ◆ SPHR certified



## STAY CONNECTED WITH KOSOURCE

If you would like to keep up to date with all the new and current programs KoSource is offering to clients just visit our website.

**[www.kosource.com](http://www.kosource.com)**

If you are currently working with KoSource you will be able to access all information on your current project with us on our website.

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***KoSource***

**KoSource**

**HUMAN  
RESOURCE  
TRAINING FOR  
SUPERVISORS OF  
AGRICULTURAL  
COOPERATIVES**



**KoSource**

*"A Partner For Developing  
Business Strategies And Efficient  
Human Capital"*

# ASPECTS OF THE HUMAN RESOURCES TRAINING FOR SUPERVISORS OF AGRICULTURAL COOPERATIVES

## BENEFITS FROM THIS TRAINING SEMINAR

### Employment Laws that Impact Supervisors

- ❖ Civil Rights Act and Equal Employment Opportunity (EEO) and their effects on:
  - Recruiting
  - Hiring
  - Training
  - Development
  - Compensations and Benefits
  - Succession planning and promotion
- ❖ American Disabilities Act (ADA) and the Rehabilitation Act
- ❖ Age Discrimination in Employment Act (ADEA)
- ❖ Family and Medical Leave Act (FMLA)
- ❖ Fair Labor Standards Act (FLSA)
  - Exempt vs. Non-exempt

- ❖ Employment at Will
- ❖ Occupational Safety and Health Act (OSHA) and Workers Compensation
- ❖ Civil Liabilities

### Recognition and Prevention of Workplace Situations

- ❖ Violence in the workplace
- ❖ Harassment and Sexual Harassment
- ❖ Drug and alcohol use in the workplace
- ❖ Victims of abuse

### Supervisory Skills

- ❖ Coaching
- ❖ Employee Development

- ◆ One day on site Human Resources Training Seminar
- ◆ Supervisor Handbook for each participant of the seminar and KoSource newsletter via the internet.
- ◆ KoSource will support the handbook via the internet.
- ◆ Inform Supervisors and Employees of their responsibilities in Human Resources
- ◆ Discuss current Employment and Federal laws and their significance to you as a Supervisor or Employee.
- ◆ Development of an interviewing guide which will help you select the best applicant for the job.
- ◆ Discuss coaching and explain how it can be used in retaining and developing employees.