

# HUMAN RESOURCES

**PELA MODULE 2** • May 4-8, 2009 • Valparaiso Police Department • 355 Washington Street • Valparaiso



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



## Module 2 Overview

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

## 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 - 5 people - \$650 each  
 More than 5 - contact IACP Foundation

### PAYMENT TYPE

Check       MasterCard       Visa  
 Expiration Date \_\_\_\_\_  
 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 3-7, 2009

**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](mailto:info@iacop.org).*