

# HUMAN RESOURCES

**PELA MODULE 2** August 31-September 4, 2009 • Bloomington P.D. Training Center • 3230 S. Walnut St. • Bloomington



***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
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

## 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 - November 16-20, 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).*