

Thursday,
August 6, 2009

Time:
9:00 a.m.– 11:00 a.m.

Saint Francis
University SBDC
117 Evergreen Drive
Loretto, PA 15940

\$20 per person



Human Resource Basics for Small Businesses



The **Human Resource Basics for Small Businesses** seminar is a fast-paced, entry-level guide for the small business owner. This seminar will explore a wide variety of basic HR issues including:

- ◆ Planning & Meeting HR Regulatory Requirements
- ◆ Recruitment, Retention & Training
- ◆ Evaluation, Appraising & Improving Performance
- ◆ Compensational Security

Saint Francis University SBDC

Saint Francis University
Small Business Development Center
PO Box 600
Loretto, PA 15940

Phone: 814.472.3200
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Presenter - Ms. Kimberly A. Azonevich

**Instructor of Business and Information Technology
Mount Aloysius College, Cresson PA**

**B.S., M.B.A., Frostburg State University
Certificate in Human Resources Management, Cornell University**



Small Business Development Center
Saint Francis University

Helping businesses start, grow, and prosper.

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Registration fee includes continental breakfast & all materials. Also included with your fee, is a one-year subscription (12 issues) to Inc. Magazine, valued at \$10. To activate your subscription or to receive a refund from Inc. Magazine for the value of the subscription, please see the class moderator on the day of the class for full details.



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Please register by Friday, July 31.

Name(s):

1. _____
2. _____
3. _____
4. _____

Organization: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____ Email: _____

\$20.00 per person

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Please mail to:

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Small Business Development Center

PO Box 600

Loretto, PA 15940

Or

Fax registration to: (814) 472-3202

Or

Email registration to: sbdc@francis.edu

Or

Call: (814) 472-3200

Seats are guaranteed when payment is received. A refund will be provided for any cancellation that is made at least 48 hours prior to the beginning of the seminar. No refund will be granted after that time.

Funding support and resources are provided by the Commonwealth of Pennsylvania through the Department of Community and Economic Development; through a cooperative agreement with the U.S. Small Business Administration, and through support from Saint Francis University. All services are extended to the public on a non-discriminatory basis. Special arrangements for persons with disabilities can be made by calling (814) 472-3200. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA.