



2010 SCHEDULE

Classroom & Webinars

MARK YOUR CALENDARS!



Registration is being accepted for current programs (2-month period) only. All programs will be held at the EAF Training Center (unless specified):

1200 W. State Road 434, Suite 206, Longwood, FL 32750

To register online: http://www.eafinc.org/Catalog/training_56864_products.htm

THIS LISTING IS NOT ALL INCLUSIVE AND THE PROGRAM TOPICS AND DATES ARE SUBJECT TO CHANGE. PLEASE MARK YOUR CALENDARS AND PLAN NOW TO ATTEND!

SUPERVISORY SKILLS/MANAGEMENT DEVELOPMENT	
<p><u>Pre-Supervisory Skills</u> Members: \$250 / Non-Members: \$300 Instructor: Charlie Walsh January 22 & 29 (2-Days) July 23 & 30 (2-Days)</p> <p><u>Customer Service Leadership</u> Members: \$129 / Non-Members: \$150 Instructor: Charlie Walsh January 28</p> <p><u>Coaching & Mentoring</u> Members: \$129 / Non-Members: \$150 Instructor: Charlie Walsh February 4</p> <p><u>Leadership Competency Assessment</u> Members: \$129 / Non-Members: \$150 Instructor: Charlie Walsh February 11 (6 PHR/SPHR/GPHR CREDITS)</p> <p><u>Supervisory Foundations</u> Members: \$250 / Non-Members: \$300 Instructor: Charlie Walsh March 5 & 12 (2-Days) August 13 & 20 (2-Days)</p> <p><u>Positive Discipline Process</u> Members: \$129 / Non-Members: \$150 Instructor: Vicki Torres March 18 (6.5 GENERAL CREDIT HOURS) September 30 (6.5 GENERAL CREDIT HOURS)</p> <p><u>Exceptional Management Performance</u> Members: \$250 / Non-Members: \$300 Instructor: Charlie Walsh March 19 & 26 (2-Days) (11 GEN. CREDIT HRS) September 10 & 17 (2-Days) (11 GEN. CREDIT HRS)</p> <p><u>Training the Trainer</u> Members: \$129 / Non-Members: \$150 Instructor: Charlie Walsh March 30</p>	<p><u>Communication Skills - Co-sponsored with ABC Assoc. Builders & Contractors</u> Members: \$79 / Non-Members: \$99 Instructor: Charlie Walsh March 31 (4 GENERAL CREDIT HOURS)</p> <p><u>Process & Tools of Effective Problem Solving</u> Members: \$129 / Non-Members: \$150 Instructor: Charlie Walsh April 8 (6 GENERAL CREDIT HOURS)</p> <p><u>Managing & Appraising Employee Performance</u> Members: \$129 / Non-Members: \$150 Instructor: Judith Harrington April 13 (6 GENERAL CREDIT HOURS)</p> <p><u>Excuse Me, What Did You Say?</u> Members: \$50 / Non-Members: \$75 Instructor: Lee Johnson May 4 (2.5 GENERAL CREDIT HOURS)</p> <p><u>Conducting a Disciplinary Interview</u> Members: \$129 / Non-Members: \$150 Instructor: Vicki Torres May 6 (6 GENERAL CREDIT HOURS) November 18 (6 GENERAL CREDIT HOURS)</p> <p><u>Effective Presentation Skills</u> Members: \$129 / Non-Members: \$150 Instructor: Charlie Walsh May 7</p> <p><u>Benchmarking</u> Members: \$129 / Non-Members: \$150 Instructor: Charlie Walsh May 27</p> <p><u>People Smart: Interpersonal Skills</u> Members: \$199 / Non-Members: \$229 Instructor: Charlie Walsh June 2 (7 GEN. CREDIT HRS) December 1 (7 GEN. CREDIT HRS)</p>

SUPERVISORY SKILLS/MANAGEMENT DEVELOPMENT CON'T.

Building Leadership Competency

Members: \$129 / Non-Members: \$150
 Instructor: Charlie Walsh
June 10 (6 GENERAL CREDIT HOURS)

The Process & Tools of Effective Problem Solving

Members: \$79 / Non-Members: \$99
 Instructor: Charlie Walsh
June 11 (3.5 GENERAL CREDIT HOURS)

You, Inc.

Members: \$79 / Non-Members: \$99
 Instructor: Charlie Walsh
June 24

Planning, Problem Solving & Decision Making

Members: \$129 / Non-Members: \$150
 Instructor: Charlie Walsh
July 22 (7 GENERAL CREDIT HOURS)
November 30 (7 GENERAL CREDIT HOURS)

Diversity Works

Members: \$129 / Non-Members: \$150
 Instructor: Charlie Walsh
August 12 (6 GENERAL CREDIT HOURS)

Managing Conflict

Members: \$129 / Non-Members: \$150
 Instructor: Charlie Walsh
August 17 (6 GENERAL CREDIT HOURS)

Winning Service Attitudes

Members: \$129 / Non-Members: \$150
 Instructor: Charlie Walsh
August 19

Vision, Mission & Goals

Members: \$79 / Non-Members: \$99
 Instructor: Charlie Walsh
September 15 (3 GENERAL CREDIT HOURS)

Supervising the Unsatisfactory Employee

Members: \$129 / Non-Members: \$150
 Instructor: Vicki Torres
October 15 (6.5 GENERAL CREDIT HOURS)

Straight Talk

Members: \$79 / Non-Members: \$99
 Instructor: Charlie Walsh
October 27

Transforming from Good to Great

Members: \$135 / Non-Members: \$160
 Instructor: TransformU, LLC
November 3 (6 GENERAL CREDIT HOURS)

Developing an Up-To-Date Orientation Program

Members: \$129 / Non-Members: \$150
 Instructor: Vicki Torres
December 2 (6.5 GENERAL CREDIT HOURS)

Managerial Courage

Members: \$79 / Non-Members: \$99
 Instructor: Charlie Walsh
December 7 (3 GENERAL CREDIT HOURS)

STRATEGIC MANAGEMENT

All of these courses satisfy the SPHR Strategic Management Recertification Requirement

Six Sigma Tool Kit

Members: \$129 / Non-Members: \$150
 Instructor: Charlie Walsh
January 14 (7 STRATEGIC CREDIT HOURS)

HR Metrics - Adding Value to the HR Function

Members: \$129 / Non-Members: \$150
 Instructor: Charlie Walsh
April 16 (6 STRATEGIC CREDIT HOURS)
September 14 (6 STRATEGIC CREDIT HOURS)

Dynamic Strategic Leadership

Members: \$275 / Non-Members: \$325
 Instructor: Charlie Walsh
May 10 & 17 (2 Days)
October 1 & 8 (2-Days)
(14 GENERAL CREDIT HOURS)

Performance Leadership

Members: \$79 / Non-Members: \$99
 Instructor: Charlie Walsh
May 13 (3.5 STRATEGIC CREDIT HOURS)

Organizational Development

Members: \$249 / Non-Members: \$299
 Instructor: Charlie Walsh
May 14 & 21 (2 Days)
November 5 & 12 (2 Days)
(14 STRATEGIC CREDIT HOURS)

Workforce Capacity Planning

Members: \$129 / Non-Members: \$150
 Instructor: Charlie Walsh
July 16 (6.5 STRATEGIC CREDIT HOURS)

HR PROFESSIONAL DEVELOPMENT

Compensation Design & Administration

Members: \$499 / Non-Members: \$599
 Instructor: Judith Harrington
February 16, 17, 23 & 24 (4-Days)
September 21, 22, 28 & 29 (4-Days)
(24 GENERAL CREDIT HOURS)

Affirmative Action Program

Members: \$150 / Non-Members: \$210
 Instructor: Sue Abbondante
February 25 (6 GENERAL CREDIT HOURS)
September 23 (6 GENERAL CREDIT HOURS)

Human Resources Development Program

Members: \$695 / Non-Members: \$850
 Instructor: Charlie Walsh
March 10, 11, 24 & 25 (4-Days) (28 GEN. CR. HRS)
October 6, 7, 13 & 14 (4-Days) (28 GEN. CR. HRS)

Advanced Compensation Strategies

Members: \$129 / Non-Members: \$150
 Instructor: Judith Harrington
May 18 (6 GENERAL CREDIT HOURS)
October 19 (6 GENERAL CREDIT HOURS)

Human Resources Development Program

Members: \$250 / Non-Members: \$300
 Instructor: Charlie Walsh
April 27 & 28 (2 Days) (14 GEN. CR. HRS)

Results Oriented Interviewing

Members: \$129 / Non-Members: \$150
 Instructor: Carol C. Tuttle
June 17 (6 GENERAL CREDIT HOURS)

HR Administration

Members: \$129 / Non-Members: \$150
 Instructor: Peggy Issacson
August 26 (7 GENERAL CREDIT HOURS)

EMPLOYMENT BENEFITS & LABOR LAW

FMLA Practical Applications

Members: \$79 / Non-Members: \$99
 Instructor: Ford & Harrison, LLP
January 21 (3 GENERAL CREDIT HOURS)

ADA

Members: \$79 / Non-Members: \$99
 Instructor: Ford & Harrison, LLP
March 2 (3 GENERAL CREDIT HOURS)

Wage & Hour (Held at Rollins – PNLC)

Members: \$49 / Non-Members: \$99
 Instructor: Ford & Harrison, LLP
April 14 (2.5 GENERAL CREDIT HOURS)

I-9 Compliance

Members: \$79 / Non-Members: \$99
 Instructor: Deborah J. Townsend, P.A. & Ford & Harrison, LLP
April 29 (3 GENERAL CREDIT HOURS)

Workers' Comp Law in Florida

Members: \$79 / Non-Members: \$99
 Instructor: Rogers Turner
June 8 (3 GENERAL CREDIT HOURS)

Controlling Unemployment Compensation

Members: \$79 / Non-Members: \$99
 Instructor: Ford & Harrison, LLP
July 20 (3 GENERAL CREDIT HOURS)

Record Keeping

Members: \$79 / Non-Members: \$99
 Instructor: Ford & Harrison, LLP
August 19 (3 GENERAL CREDIT HOURS)
November 9 (Held at PNLC) (3 General Cr. Hours)

SAFETY & EMERGENCY PLANNING

Emergency Preparedness

Members: \$79 / Non-Members: \$99
 Instructor: Richard Moore
June 4 (3 GENERAL CREDIT HOURS)

OSHA 10-Hour Safety Compliance

Presenter: Risk Consultants
July 27 & 28 (1-1/2 Days)
(10 GENERAL CREDIT HOURS)
Members: \$249 / Non-Members: \$349

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WEBINARS – LIVE & RECORDED (Free & Discounted to Members)
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(Generally run one to two hours in length)

JANUARY

OSHA Recordkeeping (LIVE & FREE to Members)

Presenter: Risk Consultants, Inc.
(1 GENERAL CREDIT HOURS)

Controlling Unemployment Compensation (LIVE)

Presenter: Ford & Harrison LLP
(1.5 GENERAL CREDIT HOURS)
Members: \$49 / Non-Members: \$99

FEBRUARY

Elements of a Sound Compensation Program (LIVE & FREE to Members)

Presenter: Judy Harrington (Harrington & Assoc.)
1 GENERAL CREDIT HOUR

Get Acquainted with EAF (LIVE & FREE to Members & Non-Members)

Presenter: Rita Manny (EAF)

HRAnswersNOW (LIVE & FREE to Members)

Presenter: Commerce Clearing House (CCH)

Utilizing Your Free Online Training Program (LIVE & FREE to Members)

Presenter: Business Training Library (BTL)
(1 GENERAL CREDIT HOUR)

RecordKeeping (LIVE)

Instructor: Ford & Harrison LLP
(1.5 GENERAL CREDIT HOURS)
Members: \$49 / Non-Members: \$99

Identifying the Violent Worker (LIVE)

Instructor: Richard Moore
(1.5 GENERAL CREDIT HOURS)
Members: \$49 / Non-Members: \$99

MARCH

Healthcare Cost Containment-Wellness Initiatives (LIVE & FREE to Members)

Presenter: BeniComp
(1.5 GENERAL CREDIT HOURS)

Davis-Bacon Act (LIVE)

Instructor: Ford & Harrison LLP
(1 GENERAL CREDIT HOURS)
Members: \$49 / Group Rate - \$149
Non-Members: \$99 / Group Rate - \$199

MARCH CON'T.

Motivation-Recognition-Rewarding (LIVE)

Instructor: HOPS Int'l.
(1.5 GENERAL CREDIT HOURS)
Members: \$49 / Group Rate - \$149

APRIL

Employment Law Update (LIVE & FREE to Members)

Presenter: Ford & Harrison LLP
(1 GENERAL CREDIT HOURS)
Non-Members: \$99 / Group Rate - \$199

Workers' Comp Mod Factor (LIVE)

Instructor: Risk Consultants
(1.5 GENERAL CREDIT HOURS)
Members: \$49 / Group Rate - \$149
Non-Members: \$99 / Group Rate - \$199

MAY

Get Acquainted with EAF (LIVE & FREE to Members & Non-Members)

Presenter: Rita Manny (EAF)

Reduce Healthcare Costs with TelaDoc (LIVE & FREE to Members)

Presenter: TelaDoc

Conducting an HR Audit (ON DEMAND)

Presenter: Ford & Harrison LLP
(1.5 GENERAL CREDIT HOURS)
Members: \$49 / Group Rate - \$149
Non-Members: \$99 / Group Rate - \$199

Employee Discipline & Documentation (ON DEMAND)

Presenter: Ford & Harrison LLP
(1.5 GENERAL CREDIT HOUR)
Members: \$49 / Group Rate - \$149
Non-Members: \$99 / Group Rate - \$199

Variable Pay (ON DEMAND)

Presenter: Judy Harrington (Harrington & Assoc.)
(1.5 GENERAL CREDIT HOUR)
Members: \$49 / Group Rate - \$149
Non-Members: \$99 / Group Rate - \$199

JUNE

COBRA (LIVE & FREE to Members)

Presenter: Mangrove
(1 GENERAL CREDIT HOURS)

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JUNE CON'T.

EEO-1 & VETS 100 Form Preparation

(LIVE & FREE to Members)

Presenter: Thomas Houston associates

(1 GENERAL CREDIT HOUR)

Non-Members: \$99 / Group Rate - \$199

Mental Health Parity: The New Reality

(LIVE & FREE to Members)

Presenter: Horizon Health

(1 GENERAL CREDIT HOUR)

Alphabet Soup of FSA's, HAS', HRA's, QMCSO, QDRO, etc. (ON DEMAND)

Presenter: Ford & Harrison LLP

(1.5 GENERAL CREDIT HOURS)

Members: \$49 / Group Rate - \$149

Non-Members: \$99 / Group Rate - \$199

FMLA (ON DEMAND)

Presenter: Ford & Harrison LLP

(1.5 GENERAL CREDIT HOURS)

Members: \$49 / Group Rate - \$149

Non-Members: \$99 / Group Rate - \$199

JULY

Benefits Overview (LIVE & FREE to Members)

Presenter: Ford & Harrison LLP

(1 GENERAL CREDIT HOUR)

Non-Members: \$99 / Group Rate - \$199

Conducting an Employee Investigation (ON DEMAND)

Instructor: Ford & Harrison LLP

(1.5 GENERAL CREDIT HOURS)

Members: \$49 / Group Rate - \$149

Non-Members: \$99 / Group Rate - \$199

Effective Interpersonal Communications (ON DEMAND)

Instructor: HOPS Int'l.

(2 GENERAL CREDIT HOURS)

Members: \$49 / Group Rate - \$149

Non-Members: \$99 / Group Rate - \$199

AUGUST

Background Checks – The Good, the Bad & the Ugly (LIVE & FREE to Members)

Presenter: Edge

(1 GENERAL CREDIT HOUR)

Non-Members: \$99 / Group Rate - \$199

AUGUST CON'T.

Get Acquainted with EAF (LIVE & FREE to Members & Non-Members)

Presenter: Rita Manny (EAF)

ADA (ON DEMAND)

Presenter: Ford & Harrison LLP

(1.5 GENERAL CREDIT HOURS)

Members: \$49 / Group Rate - \$149

Non-Members: \$99 / Group Rate - \$199

SEPTEMBER

8 Easy Steps for Improving Employee Training (LIVE & FREE to Members)

Presenter: Business Training Library (BTL)

September 24 (1 GENERAL CREDIT HOUR)

I-9 Compliance (ON DEMAND)

Presenter: Ford & Harrison LLP

(1.5 GENERAL CREDIT HOURS)

Members: \$49 / Group Rate - \$149

Non-Members: \$99 / Group Rate - \$199

Wage & Hour (ON DEMAND)

Presenter: Peyton Keaton, Ford & Harrison LLP

(1.5 GENERAL CREDIT HOURS)

Members: \$49 / Group Rate - \$149

Non-Members: \$99 / Group Rate - \$199

OCTOBER

Compensation Trends (LIVE & FREE to Members)

Presenter: Judy Harrington (Harrington & Assoc.)

October 5 (1 GENERAL CREDIT HOURS)

Non-Members: \$99 / Group Rate - \$199

Employment Law Update (LIVE & FREE to Members)

Presenter: Ford & Harrison LLP

October 29 (1 GENERAL CREDIT HOUR)

Non-Members: \$99 / Group Rate - \$199

OSHA 10-Hour Safety Compliance (4 Days) (LIVE)

Presenter: Risk Consultants

October 7, 14, 21 & 28 (4 Days)

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NOVEMBER

Get Acquainted with EAF (LIVE & FREE to Members & Non-Members)

Presenter: Rita Manny (EAF)
November 16

Payroll Tax & Garnishment (ON DEMAND)

Presenter: Ford & Harrison LLP
(1.5 GENERAL CREDIT HOURS)

**Members: \$49 / Group Rate - \$149
Non-Members: \$99 / Group Rate - \$199**

Performance Appraisals (ON DEMAND)

Instructor: Judy Harrington, Harrington & Assoc.
(1.5 GENERAL CREDIT HOURS)

**Members: \$49 / Group Rate - \$149
Non-Members: \$99 / Group Rate - \$199**

DECEMBER

OSHA - I Have to Comply With What (ON DEMAND)

Instructor: Risk Consultants
(1.5 GENERAL CREDIT HOURS)

**Members: \$49 / Group Rate - \$149
Non-Members: \$99 / Group Rate - \$199**

**HUMAN RESOURCE BRIEFING &
ANNUAL MEETING OF THE MEMBERSHIP**

HR Briefing & Annual Meeting

(FREE to Members)

Lake Mary Events Center
8:00 a.m. – 12:00 p.m.

**October 22 (3 GENERAL CREDIT HOURS)
Non-Members/Non F&H Clients: \$99**