

**TO REGISTER:**

[seminars@roperinsurance.com](mailto:seminars@roperinsurance.com)  
303-721-1145

**WHERE:**

116 Inverness Drive East  
Englewood, CO 80112  
Lower Level Conference Room

Each seminar includes Q&A and complimentary breakfast!

Seating is limited. Register early!

**PRESENTER**



**Rebecca Page**

SPHR and Co-Owner of Human Resources Plus, Inc.,

[becky@hrplusinc.com](mailto:becky@hrplusinc.com)

Rebecca Page, SPHR and Co-Owner of Human Resources Plus, Inc., has been in the Human Resource industry since 1994, and has lived in Colorado since 1982. After graduating from Illinois State University, Rebecca gained experience working in the airline and payroll software industry. Working her way up through the ranks, Rebecca became the Vice-President of Human Resources for Cordillera, a 7,000 acre premier golf community. She managed all aspects of the Human Resource function through the growth and reorganization phases of the company. She holds a current Senior Professional Human Resources Certification from the Society of Human Resources Management. Rebecca is knowledgeable in the areas of benefits administration, finance, employee coaching/counseling, documentation, and general employment law. Rebecca lives in Denver, Colorado and enjoys entertaining, hiking and volunteering for non-profits.



**Human Resources Plus**  
and  
**Roper Insurance & Financial Services**

Hereby have the pleasure to invite you to

**HR Seminar Series**  
**2012 | 2013**

Who should attend these interactive sessions?

Business owners, managers, and administrative staff who are responsible for HR function.

*Each seminar includes Q&A and complimentary breakfast!*

**The Fundamentals of Human Resources**

**October 10, 2012**

**8:00 am – 9:30 am**

Hiring the Right People

Recognizing High Performance & Addressing Poor Performance

Being Compliant

Having Sound Practices and Treat People Fairly

**Interviewing Skills**

**November 14, 2012**

**8:00 am – 9:30 am**

Behavioral Interviewing Defined & Methodology

Legal Points to Consider

Creating an Interview Form

Tips for Successful Interviewing

**Addressing Poor Performance**

**January 30, 2013**

**8:00 am – 9:30 am**

Addressing Poor Performance and Documentation

The Basics of Documenting Performance Challenges

Policy Violation and Performance Documentation

Communicating Documentation

**Separating an Employee**

**February 27, 2013**

**8:00 am – 9:30 am**

Employment at will

Types of Separation

Voluntary vs. Involuntary term

Unemployment Basics

Human Resources Plus, Inc. specializes in offering Human Resources guidance and services to small to mid-size companies that may not have a dedicated HR employee or department. It is our belief that Human Resources services do not need to be expensive or time consuming.

<http://www.hrplusinc.com/>

Roper Insurance & Financial Services thrives to transparently educate and limit risk for small and medium sized enterprises in the areas of employee benefits, business insurance, payroll, and human resources. With 25+ years of experience providing exemplary customer service, we recently embarked on a consultative platform serving as a valuable resource to our clients.

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