



**FREE!**

**Do you know where your HR processes stand in comparison to current regulations and best practices? Take our HR assessment seminar and discover how you can enhance your HR operation while aligning objectives with clear business and strategic goals.**

If you are:

- An HR professional, Executive Director, CFO, business owner or anyone with HR responsibilities....
- Setting-up or updating your HR department....
- New to human resources....

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**What:** This FREE half-day seminar focuses on the practical, legal, and operational side of human resource and benefits operations helping HR professionals assess their organizational situation and determine next steps. We cover over 40 topical areas, including:

- Employment practices
- Performance management
- Employee retention
- Employee policies
- Cafeteria plans
- Health cost management
- Job descriptions
- Training
- Compensation
- Employee file management
- Benefits administration
- Communication
- Employee relations
- HR legal compliance
- Employee benefits design
- COBRA/HIPAA/ERISA

**Bonus:** We will follow up with you at a later date at your location with a packet of customized materials that will provide solutions to any problem areas that you identify during the assessment.

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**Why:** Gain valuable insight into how your organization addresses all facets of human resources.

**How:** Evaluate yourself on the status of your current HR operation, prioritize the importance of each HR competency and strategize solutions to achieve your HR objectives.

**Who:** Peggy Hill and Carol Burk, GBS Consultants

**When:** Tuesday, September 29, 2009 9:00-Noon OR  
Thursday, October 1, 2009 1:00-4:00

**Where:** Minnesota Council of Nonprofits  
2314 University Avenue West, Suite 20  
St. Paul, MN 55114

**Cost:** This invaluable complimentary seminar is one of the advantages of your association with the MCN and working with the professionals at Gallagher Benefit Services.



3600 American Blvd. West  
Suite 500  
Bloomington, MN 55431  
952.356.3840 | 800.754.9867

# HR Assessment Registration Form

Yes! I would like to attend:

Tuesday, September 29, 2009 (9:00-Noon ) or Thursday, October 1, 2009 (1:00 - 4:00)

*\*Required Fields*

\*Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*Contact: \_\_\_\_\_ \*Email: \_\_\_\_\_

\*Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\*Number of Employees in your organization: \_\_\_\_\_

\*Name(s) of those attending (please print):

\_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_

Please mail, fax, or e-mail your registration directly to:

Terri Brossard  
Gallagher Benefit Services  
3600 American Blvd. West, Suite 500  
Bloomington, MN 55431  
Terri\_Brossard@ajg.com  
Phone: 952.356.0367/ Fax: 866.701.1125

