

# Score Business Workshop Course Details

Please see the [Workshop Calendar](#) for Dates & Times

Course Title	Typical Length
<b>Practical HR Fundamentals</b>	<b>3 ½ hours</b>

Typically Recommended For		
Planning & Evaluation	Inception & Start Up	Operating Businesses
	yes	yes

Short Description
Critical information on practical aspects of managing employees and avoiding problems

## Detailed Course Description

This workshop is designed for businesses that currently have, or plan to hire, employees.

You'll learn about not only the compliance aspects employers must meet – insurance, workplace posters, Drug-Free Workplace Act, Family Leave Act, OSHA and such – but also about the importance of having certain policies and procedures in place – employee manual, job descriptions and more.

We'll walk through the hiring process; advertising for the position, skills testing of prospects and the kinds of questions you can and can NOT ask of applicants. Included is a role-play exercise to explore how a job interview is conducted. You'll learn hints and ideas for interview questions designed to help insure a good fit between you and your future employee.

You'll discover ways to create a positive work environment and leadership skills you can use to retain and motivate good people and reduce turnover. Another role-play exercise, the performance review, is conducted to learn how to make those more effective. And, we'll tackle head-on what to do when things go wrong between you and your employees.

Finally, we'll share with you the seven most important words in H.R.; words that may well help you to avoid many pitfalls and potential exposure to employment lawsuits.



**Instructor Bill Winton**

## Instructor Information

### Bob Silverforb

Former Principal Vice-President and Manager of Human Resources for Bechtel Corporation, a major global Engineering/Construction company with over 45,000 employees. With a career in Human Resources of over 40 years, Bob was responsible for a multi-million dollar budget and over 250 HR professionals. His responsibilities encompassed functional management of all HR activities including executive staffing, compensation, employee relations, training, policy development, HR project operations, strategic planning, and corporate initiatives.

Upon his retirement in 2001, Bob continued to consult for Bechtel through 2007 specializing in leadership development and joined SCORE that same year. His major SCORE activity is counseling clients on Human Resource issues. He also serves on the Volunteer Committee and as a workshop presenter, counsels in the Business Resource Center and mentors clients.

### Bill Winton

Prior to joining SCORE in 2002, Bill co-founded, and for 23 years operated, a small manufacturing company in Beaverton. It began as a classic 'garage' start-up and grew to employ up to forty people engaged in the production of precision photographic equipment and water temperature control valves. His role as the general manager of a small manufacturing enterprise exposed him to virtually all operational elements of the business.

Bill currently volunteers at SCORE with counseling for in-business clients and serves in the Business Resource Center, as a workshop presenter and as chapter I.T. administrator