

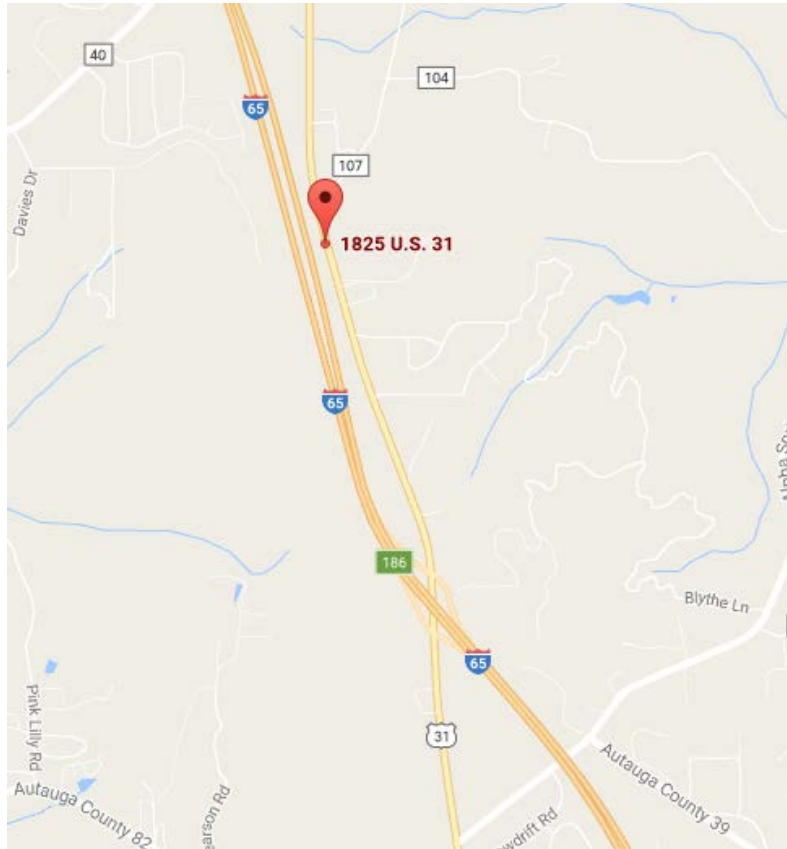
ACCMA: Human Resource Management and Staff Effectiveness

March 1-2, 2018

- **Location:** The Central Alabama Electric Cooperative, 103 Jesse Samuel Hunt Boulevard in Prattville, Alabama.
- **Course Description:** This course is designed to provide an overview of important personnel, employment, and human resource issues and discussions of the ways in which the work place is affected. Current employment laws and how they impact personnel actions and processes will be addressed from the perspectives of both the employee and the supervisor.
- **Program:** March 1-2, 2018; Thursday 10:00 a.m. – 5:00 p.m., Friday 8:00 a.m. – 12:00 p.m.
- **Registration Fee:** \$195
(Checks payable to AUBURN UNIVERSITY or call GEDI Office to pay by credit card at 334-844-4782)
- **Supplies Needed:** Paper and pens.
- **Attendance Policy:** Due to the format of these courses, a series of speakers on related topics delivered over a two-day period, it is the policy of the ACCMA Board that the entire course must be taken in order to receive full credit.
- **Participation:** All program attendees are encouraged to benefit fully from the course by asking questions, relating experiences and thoughts, and otherwise ensure that they understand and can apply techniques and ideas offered by the instructor.
- **Telephone Messages:** Emergency or important telephone messages may be called in during the day to the Government and Economic Development Institute (334) 844-4782. The class will not be interrupted, except for emergency calls.
- **Classroom Regulations:** Cell phones or pagers must be set on silent or discrete mode. Use of tobacco products of any kind are not permitted in the classroom or areas not designated for their use.
- **Meals and Lodging:** Individuals will be responsible for their own meal arrangements and lodging. See map enclosed with a list of restaurants and hotels in close proximity.
- **Cancellation Policy:** Provided that space is available, receipt of the registration form constitutes registration. Written cancellations, received fifteen (15) working days prior to the beginning of the program will be honored with a refund of the registration fee, less administrative fees (\$50). Due to commitments to instructors and meeting facilities, late cancellations or non-attendance will not be refunded. Substitutions for registered participants may be made at any time.

Central Alabama Electric Coop at 103 Jesse Samuel Hunt Boulevard in Prattville, AL.

Driving Directions: Take I-65 to exit 186, the Pine Level exit. Turn on Hwy. US 31 North. You will see an older Central Alabama Electric Coop (CAEC) building on your right. Pass that building and you will come to the new CAEC building a little further down on the same side of the road. Turn right onto Jesse Samuel Hunt Blvd and make an immediate left into the CAEC parking lot. Park behind the building and enter the training room through the back entrance. There is plenty of available parking.



Restaurants at Exit 181 on I65 towards Montgomery

**recommended for 1 hour lunch break*

China Town Restaurant
Dairy Queen
El Torito Mexican
Jacks
Marco's Pizza
Outback
Ruby Tuesday
Subway Sandwiches & Salads
Waffle House
Wendys
Zaxbys
Dairy Queen

Restaurants at Exit 179 on I65 towards Montgomery

**options for evening meals*

Beef O'Bradys
Chappy's Deli
Islamorado Fish Co
Logans Roadhouse Restaurant
McDonalds
Mellow Mushroom
Steak 'n Shake
Tokyo Japanese Steak House and Sushi Bar
Waffle House

Recommended Hotels Located in Prattville, AL

Baymont Inn & Suites Prattville, 104 Jameson Ct, Prattville, AL 36067-(334) 361-6463
Courtyard Prattville, 2620 Legends Pkwy, Prattville, AL 36066-(334) 290-1270
Days Inn & Suites Prattville, 600 Old Farm Ln S, Prattville, AL 36066-(334) 285-5312
Econo Lodge, 798 Business Park Dr, Prattville, AL 36066-(334) 361-2007
Hampton Inn & Suites Prattville, 2590 Cobbs Ford Rd, Prattville, AL 36066-(334) 285-6767
Home-Towne Suites, 688 Summit Pkwy, Prattville, AL 36066-(334) 358-9004
La Quinta Inn & Suites Prattville, 261 Interstate Hwy Park Loop, Prattville, AL 36066-(334) 358-5454
Quality Inn, 797 Business Park Dr, Prattville, AL 36067-(334) 365-6003