

ACCMA: Human Resource Management and Staff Effectiveness

March 7-8, 2019

- **Location:** The Central Alabama Electric Cooperative, 103 Jesse Samuel Hunt Boulevard in Prattville, Alabama. For directions, search your browser or GPS, or refer to the website at www.accma-online.org.
- **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 7-8, 2019; 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. Recommended area hotels include: Baymont Inn & Suites Prattville, 104 Jameson Ct, (334) 361-6463; Courtyard Prattville, 2620 Legends Pkwy, (334) 290-1270; Days Inn & Suites Prattville, 600 Old farm Ln S, (334) 285-5312; EconoLodge, 798 Business Park Dr, (334) 361-2007; Hampton Inn & Suites Prattville, 2590 Cobbs Ford Rd, (334) 285-6767; Home Towne Suites, 688 Summit Pkwy, (334) 358-9004; LaQuinta Inn & Suites Prattville, 261 Interstate Hwy Park Loop, (334) 358-5454; Quality Inn, 797 Business Park Dr, (334) 365-6003.
- **Cancellation Policy:** Provided that space is available, registration by email, fax or online constitutes confirmed enrollment. Written cancellations, received fifteen (15) working days prior to the beginning of the program will be honored with a partial 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.