



From Start to Finish: How to Keep Your Employees Happy

Two Locations Available!

Wednesday, July 12, 2023

9:00 am - 12:00 pm

Richland Community College

**3357 N. President Howard
Brown Blvd.**

Decatur, IL 62521

[Register Here](#)

Wednesday, July 26, 2023

9:00 am - 12:00 pm

NIU Center

1120 E. Diehl Road

Naperville, IL 60563

[Register Here](#)

Getting your employees started out right - onboarding properly, stay interviews, continued communication throughout their employment and then offboarding/exit interviews, when they leave (start them happy, keep them happy even when they leave).

From the hiring process to onboarding to performance reviews, mentoring/coaching and being a part of the team. This workshop will outline ways to assist your managers and supervisor with tools and ideas to help with communication

and engagement.

Our interactive discussion will wrap around listening, understanding our differences, communication and our expectations for our staff. Active management of our staff! Remembering that we play a huge part in their success!

Topics covered will also include culture, generations and personalities.

Continuing Education Offered

- 3.00 HRCI
- 3.00 SHRM
- 3.00 HR & Management/Supervision Compliance Certificate Credits

Our Speaker



Elaine Hand

Owner | Innerview Inc.

Innerview Inc. owned and operated by Elaine Hand, has been in business since 1995. I work within organizations on

Human Resource Management as well as Leadership and Management Development. We have proven over and over again the philosophy that all companies have two major concerns: Systems and People. No matter how much money an organization spends on top of the line, high quality systems, the organization is only as good as the people who own, operate, manage, and work for them.

I have facilitated workshops and conducted seminars on basic management, strategic planning, generational diversity, internal and external customer service, time management, team building, leadership, motivation and employment assessment strategies. I have spoken at national, regional and local conferences.

Contact Information



Questions?

Contact the Business Services Coordinator,
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