



HRS402 HUMAN RESOURCE ESSENTIALS FOR REAL ESTATE MANAGERS APRIL 15 & 16, 2010

Successfully face the challenges of hiring, managing, and evaluating on-site staff and discover how to operate a seamless human resources function.

What you'll learn:

- **Planning and requirements:** Staffing needs, job responsibilities and skills, job descriptions
- **Recruitment and selection:** Candidate qualification, employment offers and contracts, alternative staffing options
- **Training and development:** Learning styles, training delivery, training programs, career development techniques
- **Employee management:** Employee motivation, performance evaluation, policies, and record keeping

How you'll benefit:

- Select the right people for each job
- Maximize the productivity of your staff
- Reduce both the financial and emotional costs associated with turnover



Dates: **April 15 & 16, 2010**

Time: Registration 7:30 am on April 15

Course: 8:00 am - 5:00 pm

Location: **Towers of Southfield (Rental Center)**
20875 Lahser (N of 8 Mile, W of Lahser)
Southfield, MI 48034 (248) 356-3650

COST:

\$570.00 Premier Member (CPM®, CPM® Candidate, ARM®, Accredited Commercial Manager)

\$660.00 Classic Member (Associate, Student, Academic)

\$715.00 Non-Member

REGISTRATION FORM

Name _____

Company _____

Address _____

City/State/Zip _____

Phone _____

Email _____

PAYMENT *(Registration deadline is April 1, 2010)*

Send this form and your payment to:

IREM Michigan Chapter 5

24125 Drake Road ~ Farmington, MI 48335

Or, fax to 248.615.3888 with credit card info:

VISA / MC / AX

Expiration Date _____

Questions? Contact the IREM Michigan Chapter 5 office at 248.615.3885

Cancellation Policy

Ten or more business days prior to start of course, full refund. Less than ten business days but a minimum of three business days, you may either receive a full refund (less a \$75 administrative fee) or may transfer to another course. Transfer is only valid for up to 12 months from date of cancellation. If you cancel within three business days of the course or you are a no-show, your registration fee cannot be refunded, nor can you transfer to another course. To cancel your registration, please notify the IREM course sponsor at 248.615.3885 or via email at iremmi5@aol.com.