



**Alabama A&M University Center for Entrepreneurship & Economic Development**  
**Huntsville Chamber of Commerce**  
**2012 Training Series**  
**FEBRUARY**

<u>Date</u>	<u>Topic</u>	<u>Presenter</u>
February 7	Employment Law 101 for Small Businesses	K. Brown
February 14	Human Resources Legal Audit	N. Vaughn

**All sessions will take place at the Huntsville Chamber of Commerce**  
**225 Church St NW Huntsville, AL 35801-5566 \* (256) 535-2000**  
**Registration 8:00 – 8:30 a.m.**  
**Sessions 8:30 – 10:30 a.m.**  
**Price: \$30.00 (Pay on-site at time of registration)**

**EMPLOYMENT LAW 101 FOR SMALL BUSINESSES**  
**ATTORNEY KIMBERLY BROWN**  
**HUNTSVILLE MADISON-COUNTY CHAMBER OF COMMERCE**  
**FEBRUARY 7, 2012**

Today's diverse and complex workplace is subject to many federal, state and local laws and policies, many of which are restrictive and impact the workplace in ways unimaginable. Often small businesses are more adversely impacted by these laws and policies since many are without the infrastructure and expertise to fully ensure compliance. Unfortunately, these small businesses are often confronted with costly lawsuits and may be subjected to criminal and civil penalties.

This session will provide an overview of how you might avoid the most common missteps taken by small businesses, in either the start-up phase or the expansion phase.

**Topics will include:**

- Hiring and Terminating employees
- Classification of employees
- Wage payment laws
- Employee Evaluation
- An overview of EEO laws

**HUMAN RESOURCES LEGAL AUDIT**  
**ATTORNEY NANCY WASHINGTON VAUGHN**  
**President/CEO Legal Advantage Human Resources Solutions, LLC**  
**HUNTSVILLE MADISON-COUNTY CHAMBER OF COMMERCE**  
**FEBRUARY 14, 2012**

A healthy HR function in any business is as important as the physical and mental well-being of a human body. The human resources legal audit is a systematic process which examines the important aspects of the function and its management, and is a means to identify strengths, weaknesses and areas where rectification may be warranted. An HR audit enables the business to establish clear judgment about the overall status of the organization and also to find out whether certain systems put in place are yielding any results. HR audit also helps companies to figure out any gaps or lapses and the reason for the same. Since every company plans certain systems and targets, an HR audit compares the plans to actual implementation. This audit serves as an examination on a sample basis of practices and systems for identifying problems and ensuring that sound accounting principles are followed. Similarly, an HR audit serves as a means through which an organization can measure the health of its human resource function.

**Topics will include the following:**

- Strategies for identifying and addressing HR-related problems.
- How to seek out HR-related opportunities.
- How to ensure due diligence in HR related matters.

**For more information contact:**  
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