

## Course Offerings:

<b>Title</b>	<b>It's time for your HR Tune Up – (Part #1 – Routine Maintenance)</b>
Description	This course will review HR Best Practices from a school perspective. Are your major HR functions compliant? Do you have the basics down? Attendees will leave better able to scrutinize their present HR operations and to recognize what preventive maintenance is needed.
Speaker	Susan Graham – Interim HR
Target Audience	Superintendents, Principals, HR staff, staff with HR responsibilities
<i>Date</i>	<b>9/15/16</b>
Time	10:00 AM to 3:00PM
Location	VSBIT Offices – 52 Pike Drive, Berlin, VT
Cost	\$95
Amenities	Lunch, coffee, tea and water



**Susan Graham -- Interim HR**