



REVISED

**2016-17
HR ADMINISTRATOR TRAINING**

The Human Resource Administrators are offering the following voluntary trainings.
All Current Administrators are invited to attend.

JANUARY 25, 2017 TRAINING - CANCELLED

January 9, 2017 – 9:30 a.m. or 2:00 p.m.
Optimizing HR Strategies for Effective
“RIS, HIRES & TRANSFERS”

February 9, 2017 – 8:00 a.m. / 10:00 a.m. / 1:00 p.m.
Choose 1 (one) Session
Navigating “Teachers-Teachers.com” (bring your laptop)
Gretchen Bull-Switzer

March 10, 2017 – 9:30 a.m. or 2:00 p.m.
“How To Conduct An Investigation”

All training sessions will be held in the ASB Auditorium.