HR 101 Workshop and Foundations of HR

One day – Two workshops

Apr.27, 2027

HR 101 is a comprehensive workshop designed to equip you with the essential tools, strategies, and insights needed to navigate the complexities of the modern human resources landscape. Whether you are looking to build a thriving workplace culture or protect your organization from costly compliance errors, this program provides a foundational roadmap for managing your workforce effectively.

Apr. 27, 2027

HR 101 Workshop: 8:30 AM – 12 PM
$300/person

Foundations of HR: 12:30 PM – 4 PM
$300/person

HR 101 and Foundations of HR:
8:30 AM – 4 PM
$500/person

Course materials included

SHRM Credits available for both sessions. Please visit mrcpa.org/events for details.

MRC – 7200A Windsor Drive
Allentown, PA 18106

Register: mrcpa.org/events

*Fees and times subject to change. Visit mrcpa.org/events for current details.

Course Highlights

- **HR Profession Overview:** Reviewing the evolving role of HR in today's business environment
- **Talent Acquisition:** Mastering modern recruiting tricks and capitalizing on top talent trends
- **Successful Onboarding:** Building impactful onboarding experiences backed by strategic total rewards and strict I-9 compliance
- **Learning & Development:** Designing and evaluating training programs that foster continuous employee growth
- **Performance Management:** Implementing systems that inspire accountability and drive organizational success
- **Employment Law & Compliance:** Navigating critical legal frameworks, including the EEOC, FLSA, and FMLA.
- **Risk Mitigation:** Learning best practices for executing employee terminations smoothly and without the threat of litigation.

Who Should Attend

Anyone within in an organization who is managing the HR function as well as those managers with leadership roles. Administrative assistants, HR specialists, HR professionals, Managers, etc.

Meet Your Instructor

Mary Simmons, VP of HR Compliance for Asure Software | Mary has over 30 years of HR expertise, specializing in attracting and retaining top talent while ensuring compliance with employment laws. She leads a team of 35+ HR Consultants, helping organizations drive growth through engaged, productive workforces. Mary is certified by SHRM, HRCI, and DISC and teaches SHRM certification courses as an adjunct professor at NYIT. A sought-after speaker on HR strategy and compliance, she co-chairs the Long Island HR Group and founded the Women's Innovative Networking group.

Mary holds a BS in Human Resources from the University of Delaware.

More information available at mrcpa.org/events or contact Nicole Pierce at nicole.pierce@mrcpa.org.
WEDnetPA eligible.

HR 101 Workshop and Foundations of HR

One day – Two workshops

Nov.17, 2026

The **Foundations of HR** workshop is designed to give you the confidence and practical tools to handle everyday people situations smoothly and fairly.

This interactive session breaks down complex workplace rules and legal frameworks into simple, actionable steps for your team.

Course Highlights

- **Workplace Compliance & Regulations:** Translate complex topics like **EEOC**, **anti-harassment**, the **ADEA**, and the **ADA** into clear rules
- **Leave Management:** Navigate medical and family leave (**FMLA**) seamlessly by blending federal rules with state and company guidelines
- **Compensation Rules:** Demystify **FLSA** guidelines to accurately classify contractors versus employees and hourly versus salaried staff
- **Operational Performance:** Design effective job descriptions and **KPIs** while mapping out future planning strategies
- **Employee Development:** Build a practical handbook and implement guidance and discipline frameworks that support employee growth

Nov. 17, 2026

HR 101 Workshop: 8:30 AM – 12 PM
$300/person

Foundations of HR: 12:30 PM – 4 PM
$300/person

HR 101 and Foundations of HR:
8:30 AM – 4 PM
$500/person

Course materials included

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Who Should Attend

All HR Professionals

Meet Your Instructor

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