

Writing Skills for Human Resources



Date: Monday, October 22, 2018

Time: 9:00 am – 3:00 pm

**Location: Puget Sound ESD
800 Oaksdale Avenue SW
Renton, WA**

HELP Session Topic	Schedule	Instructor
<p><u>HELP I Session</u> Basic Human Resources Writing Skills Focus is on the basics of Human Resources written communication skills; samples will be provided.</p>	<p>8:30 am – 9:00 am Registration 9:00 am – 12:00 pm 12:00 pm – 12:45 – Lunch 12:45 pm – 3:00 pm</p>	<p>Debra Tito Director of Human Resources Renton School District Amie Brandmire Human Resources Executive Director Puyallup School District</p>
<p><u>HELP II Session</u> Human Resources Legal Writing Focus is on legal matters to consider while addressing and documenting various employee issues. The basics of letters of reprimand and probable cause letters will be reviewed and discussed during this time.</p>	<p>8:30 am – 9:00 am Registration 9:00 am – 12:00 pm 12:00 pm – 12:45 – Lunch 12:45 pm – 3:00 pm</p>	<p>Timothy Reynolds Executive Director, Legal and Labor Human Resources Kent School District</p>
<p><u>HELP III Session</u> Human Resources Writing Skills: How to conduct a workplace investigation and document your findings. Focus is on conducting effective investigations and making sure your documentation is complete and supports your investigative findings.</p>	<p>8:30 am – 9:00 am Registration 9:00 am – 12:00 pm 12:00 pm – 12:45 – Lunch 12:45 pm – 3:00 pm</p>	<p>Don Austin, Attorney Patterson · Buchanan · Fobes · Leitch & Kalzer, Inc., P.S. Seattle, WA</p>