



# COMMUNITY BANKERS ASSOCIATION OF ILLINOIS

## Webinar – On-Demand Web Link

### HR Dos & Don'ts in a Virtual World

Thursday, May 13, 2021

2 - 3:30 p.m.

While so much is changing in our world today with many functions becoming “virtual,” HR issues are often overlooked as being secondary to successful business operation. Never has this concept been so wrong! It's no secret that most people do not like change. It makes people uncomfortable, insecure and sometimes even combative.

So, how do we manage the HR function during these turbulent times? We must be extremely deliberate and evaluate every aspect of our organization. This webinar addresses organizational operations, analyzes key policies and procedures from an HR perspective, creates an audit plan to ensure institution-wide HR compliance, and provides a bevy of best practices on how to best support and invigorate employees during this historic time.

#### HIGHLIGHTS

- Conduct an HR audit of your virtual world
- Avoid virtual HR landmines
- Appreciate how privacy matters today more than ever
- Evaluate key policies to ensure HR matters are included
- Ensure the mental health needs of staff are considered

#### TAKE-AWAY TOOLKIT

- Sample HR audit checklist
- Sample online activities and best practices for motivating and supporting employee mental health
- List of policies which should include HR-oriented content
- Employee training log
- Interactive quiz

#### DON'T MISS THIS RELATED WEBINAR!

**Making Work from Home Effective on Thursday, March 11, 2021**

**Attendance verification for CE credits provided upon request.**

#### WHO SHOULD ATTEND?

This informative session is best suited for human resources professionals and senior managers. Branch managers, department heads, and anybody in a supervisory role also benefits.

#### ABOUT THE PRESENTER

**Diane Pape Reed** is a nationally recognized speaker, writer and communications professional. Reed is president of a full-service consultancy, assisting financial institutions nationwide with human resources, marketing, community relations, compliance, sales, training, board relations, and executive support. Previously, she was vice president of sales and administration for a mid-sized financial institution for ten plus years, where she oversaw the HR,, marketing, business development, community relations, training, compliance and sales functions.

In addition, Reed has received numerous awards and has written articles for industry publications. She graduated from George Mason University, Fairfax, VA, with a bachelor's in speech communication. A nationally ranked public speaking coach at George Mason, she serves as a guest lecturer with the University.

#### THREE REGISTRATION OPTIONS

##### 1. LIVE WEBINAR

The live webinar allows you to have up to three audio and Internet connections to view online visuals as the presentation is delivered. You may have as many people as you like listen from your office speaker phone. Registrants receive a toll-free number and pass code that allow entrance to the seminar. The session is approximately 90 minutes, including question and answer sessions. Seminar materials, including instructions, PIN number, and handouts are emailed to you prior to the broadcast. You need the most-current version of Adobe Reader available free at [www.adobe.com](http://www.adobe.com).

##### 2. ON-DEMAND WEB LINK\*\*

Can't attend the live webinar? The ON-DEMAND WEB LINK\*\* is a recording of the live event including audio, visuals, and handouts. We even provide the presenter's email address so you may ask follow-up questions. Within two business days following the webinar, you are provided with a web link that can be viewed anytime for the next six months. This link expires six months after the live program date.

##### 3. BOTH LIVE WEBINAR AND ON-DEMAND WEB LINK\*\*

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**Thursday, May 13, 2021**

**2- - 3:30 p.m.**

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