

Presents:

How to Hire & Fire

As a Small business owner, you know your core business better than anyone, but you don't always know how to hire the right people for your business nor do you understand all the various nuances required in just the basic paperwork. The cost of hiring the wrong person can actually put a small business out of business.

In today's economy, it can be overwhelming to take your chances with just anyone off the street. This program will supply small business owners with the information on how to hire Rock Stars and take their business to the next level.

By participating in this highly interactive webinar, you'll learn:

- How to write a job description and determine the right salary.
- Where to look for potential candidates
- Provide the right foundation for phone interviews and in-person interviews.
- Reference check do's and don'ts
- Drug testing do's and don'ts
- The value of non-competes and confidentiality agreements
- What to do after the candidate accepts the job.
- Motivating your employees
- Why Employee's don't do what you want
- Performance Management Strategies
- When it is time to hire an employment attorney



In just 90 minutes, you'll learn everything you need to know hiring the right employee for your business

Tuesday, January 24, 2012

10:30 a.m. to 12:00 p.m. (PST)

11:30 a.m. to 1:00 p.m. (MST)

12:30 to 2:00 p.m. (CST)

1:30 to 3:00 p.m. (EST)

How Do Webinars Work?

A webinar is remarkably cost-effective and convenient. You participate from your office, using a regular telephone and a computer with an Internet connection. You have no travel costs and no out-of-office time. Plus, for one low price, you can get as many people in your office to participate as you can fit around a speakerphone and a computer screen. Because the conference is live, you can ask the speakers questions - either on the phone or via the webinar interface.

You will receive access instructions via e-mail three days before the event and the morning of the event. Your conference materials will be included in these emails for you to view, print, and download prior to the event. They are also available on the webinar interface when you log in.

The cost of the webinar is \$25. If you are unable to join the webinar on January 24th, you may purchase recordings of the webinar for \$100. To enroll in the class email webinars@symmetryconsult.com. Include a contact name and phone number. Someone will contact you to get payment information.

About your Speaker:

Karolynn Humberd St-Pierre is a top HR Consultant, Author of *"The Small Business Human Resource Bible"*, Small Business Advisor and business owner who knows how to help the small business remain compliant with state and federal employment guidelines.

In 2009 Ms. St-Pierre founded Symmetry Consulting, LLC - www.symmetryconsult.com. Symmetry Consulting partners with their clients so they can focus on their bottom line and growing their business while Symmetry manages the sometimes confusing HR functions and labor law compliance tasks.

Prior to founding Symmetry Consulting, LLC, Ms. St-Pierre spent 15 years working for some the largest human resource consulting companies providing advice to Fortune 500 companies including: Microsoft, Coors, Target and Ford.

Upcoming Webinars

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| February 28 | Employee vs. Contractor |
| March 27 | Performance Review Blues |
| April 24 | Compensation Strategies for Small Businesses |
| May 22 | Benefits ideas and options for Small Businesses |
| June 26 | Managing your Employees |
| July 24 | Documentation: Protecting your business from the liability with documentation |
| August 21 | Leadership Development |
| September 25 | Hiring your first employee |
| October 23 | Tough Talks: How to tackle difficult talks smoothly and effectively |
| November 20 | Conflict Resolution |
| December 18 | Coaching and Mentoring your employees |

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