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## **BCI to Host Virtual Workshop: Navigating the Nebulous Waters of HR Documentation**

SOUTH HOLLAND, IL–The Business & Career Institute (BCI) of South Suburban College presents a virtual workshop entitled *Navigating the Nebulous Waters of HR Documentation* on Thursday, May 13<sup>th</sup> from 9:00 a.m. – 10:30 a.m.

Managing the stacks of HR paperwork can be a daunting task. There seems to be a form for everything, making it difficult to keep track of what is important and what can be placed on hold. In this webinar, attorney Sonia D. Coleman will walk you through the most integral documents needed for recording purposes. She will cover three distinct areas: The Hiring Process (job offer through onboarding), Separation from Employment (letters of termination to acknowledgement of back pay) and various Policies and Procedures (disciplinary action to sexual harassment). There are 1.5. PDCs available for SHRM-CP, SHRM-SCP and HRCI certification holders for each session.

This session is designed for veteran and new human resource professionals; supervisors, managers, team leaders; and anyone with designated HR responsibilities

Sonia D. Coleman, the founder and managing attorney of The Law Office of Sonia D. Coleman, P.C., is an accomplished attorney with experience in the counseling and representation of clients on a wide range of matters. Sonia is skilled in advising global clients on legal and business matters, including federal and state employment laws, such as: the American with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA), the Fair Labor Standards Act (FLSA), the Family Medical Leave Act (FMLA), and Title VII of the Civil Rights Act of 1964). Sonia earned her Bachelor of Science Degree in Psychology from Howard University and her Juris Doctorate from Loyola University of Chicago School of Law.

The cost to attend this virtual workshop is just \$15. To register, please email [bci@ssc.edu](mailto:bci@ssc.edu) or call (708) 225-6055. RESERVATIONS AND PAYMENT ARE REQUIRED BY 5 PM ON TUESDAY, MAY 11<sup>th</sup>. For additional information, visit [www.ssc.edu/bci](http://www.ssc.edu/bci), call (708) 596-2000, ext. 3254 or email [aglumac@ssc.edu](mailto:aglumac@ssc.edu). Registrants will be emailed a link for access to the webinar.

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