



## **“Employer Workshop Series”**

### **Updating Employee Handbooks**

**Presented by Lisa Callaway-Vice President/General Counsel  
The Management Association of Illinois**

**Overview:** With employment laws changing rapidly, it is essential that your organization's employee handbook be up-to-date and consistent with federal and Illinois employment laws.

- Learn the risks and benefits associated with having an employee handbook.
- Discuss the most troublesome and legally risky policies.
- Learn what language and policies you should include and what you should avoid.

**The organization's handbook should be an aide in times of legal trouble, not a hindrance. This workshop will discuss the most common policies that "trip up" organizations (including samples), new policies that you should consider including, and language and policies to avoid.**

- ❖ **When:** September 25<sup>th</sup>, 2008
- ❖ **Where:** Winthrop Harbor Community Center  
1520 7<sup>th</sup> St, Winthrop Harbor, IL 60096
- ❖ **Time:** 8:00AM Check-In/Refreshments  
Workshop 8:30AM-10:30AM
- ❖ **Host:** Winthrop Harbor Chamber of Commerce  
([www.cocwh.com](http://www.cocwh.com))
- ❖ **Cost:** No Charge

**ATTENDANCE IS LIMITED-R.S.V.P. REQUIRED**-Name of company,  
Name of attendee, Phone & Fax number by Sept 18<sup>th</sup> via email,  
[Kathleen.McCain@illinois.gov](mailto:Kathleen.McCain@illinois.gov) phone, 847-543-7475; or fax 847-543-7465;  
Attn: Kathy McCain/Job Center of Lake County



## **“UNEMPLOYMENT INSURANCE WORKING FOR EMPLOYERS” SEMINAR**

**THURSDAY OCTOBER 30, 2008**

**Highland Park Police Station  
1677 Old Deerfield Rd, Highland Park, IL 60035**

Check-in at 7:45AM, seminar begins at 8:15AM, concludes by 12:00PM.

Continental breakfast and reference materials will be provided.

**This is your chance to find out about the Illinois Department of Employment Security,  
Unemployment Insurance Program and to hear some straight talk and straight answers.**

### **AREAS TO BE COVERED:**

- ✓ CLAIMS PROCESSING (Paper Flow)
- ✓ VOLUNTARY LEAVING
- ✓ BENEFIT CHARGEABILITY
- ✓ HOW TO PROTEST
- ✓ DISCHARGE FOR MISCONDUCT
- ✓ APPEALS PROCESS

### **SPONSORED BY:**

**HIGHLAND PARK CHAMBER OF COMMERCE &  
PATTY KAPLAN, FREELANCE BOOKKEEPER**

### **FACILITATED BY:**

**THE ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY**

**(SEE BACK FOR REGISTRATION INFORMATION)**

Registration Form

**“UNEMPLOYMENT INSURANCE  
WORKING FOR EMPLOYERS” SEMINAR**

**THURSDAY, OCTOBER 30<sup>TH</sup>, 2008**

**Highland Park Police Station  
1677 Old Deerfield Rd, Highland Park, IL 60035**

**R.S.V.P. Required by 10/22/2008**

Email (preferred method) registration information to [Kathleen.McCain@illinois.gov](mailto:Kathleen.McCain@illinois.gov) or  
Fax registration form to IDES @ 847-543-7465. Seating is limited so reserve yours  
early! For additional information, call Kathy McCain @ 847-543-7475.

**Complete information below. Please type or print.**

Please make \_\_\_\_\_ reservations (maximum 2 persons per company) for the  
“Unemployment Insurance Working for Employers” Seminar

**Name of Person (s) Attending:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** (    ) \_\_\_\_\_ **Fax:** (    ) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

*Cost of the program is covered by the Highland Park Chamber of Commerce & Patty Kaplan, Freelance Bookkeeper*

## **“Employer Workshop Series”**

### **7 Keys to Email Marketing**

**Presented by Steve Robinson-Regional Development Director  
with Constant Contact**

**Overview:** Interested in learning how email marketing can help your business grow? If so, join us for this presentation to learn how you can create professional looking emails with Constant Contact's permission-based email marketing program.

- **Learn about permission-based email marketing.**
- **Learn how to build your email list.**
- **Tips on getting your emails opened.**
- **Best Practices in email marketing**
- **Tracking results and what to do with this information.**

### **And Much More!!!**

**When:** Thursday, November 13<sup>th</sup>, 2008  
**Where:** Lake County Family YMCA  
2000 Western Ave, Waukegan, Illinois 60087  
(Western & Golf behind First Midwest Bank)  
**Time:** 8:00AM Check-In/Refreshments  
Workshop 8:30AM-10:30AM  
**Host:** Lake County Family YMCA  
**Cost:** No Charge

**ATTENDANCE IS LIMITED-R.S.V.P. REQUIRED**-Name of company,  
Name of attendee, Phone & Fax number by Nov 5<sup>th</sup> via email,  
[Kathleen.McCain@illinois.gov](mailto:Kathleen.McCain@illinois.gov) phone, 847-543-7475; or fax 847-543-7465;  
Attn: Kathy McCain/Job Center of Lake County