

"SECRETS OF HIRING AND KEEPING "THE Best" Employees"

Offered in partnership by the
Virginia Assisted Living Association and Vantage Advisory Group



Thursday, May 20, 2010
The Comfort Suites VCC
10601 Telegraph Road, Glen Allen, VA 23059
Hotel Phone: (804) 262-2000
9:30 AM - 4:30 PM

Learn more about systems and processes that really work to attract and retain the best folks in Senior Living. This will be an interactive workshop with group and individual exercises including forecasting need using a trend analysis, legal considerations in the hiring process, Virginia specific requirements, first class on-boarding of new employees and how to measure and analyze retention and turnover data as part of an overall strategic workforce plan. Walk away tools will include a Workforce Planning Tool (How to do a Trend Analysis), Interview How To's, Job Aid for Hiring Flow.

ABOUT THE INSTRUCTOR:



Laurel Thomas is a Human Resources professional with more than 15 years of comprehensive strategic and tactical experience in the senior living and retail industries. She has guided the overall human resources functions including recruitment, on-boarding, training and regulatory compliance from preopening through post opening during development of multiple new senior living communities in several Mid Atlantic states. Ms. Thomas is accomplished in succession planning, employee relations and mediation, training and leadership development, full-cycle performance management, total compensation, benefits, workers compensation and unemployment administration. She has experience assisting in the development and launching of key programs such as the Gallup Employee Engagement surveys, International Targeted Selection Interviewing Methods, Assisted Living Leadership Training, and Union Avoidance Training. As an expert in change management, Ms. Thomas has provided hands on guidance and support throughout her career during acquisitions and divestitures with regard to communication and due diligence, and has worked with state and federal agencies to successfully mediate employee relations, workers compensation and unemployment issues.

*"The Virginia Assisted Living Association is a **Certified Sponsor** of professional continuing education with the National Association of Boards of Examiners of Long Term Care Administrators (NAB) and has approved this program for the number of clock hours listed under their sponsor agreement with NAB/NCERS. State licensure boards, however, have final authority on the acceptance of individual courses."*

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REGISTRATION INFORMATION:

_____ **\$150 VALA Member** _____ **\$210 Non-VALA Member**

Registrant Name: _____

Facility Name: _____

Position: _____

Mailing Address: _____

Phone: _____ Fax: _____

E-mail: _____

If paying by credit card, only Visa, MasterCard, and Discover are accepted.

CC #: _____ EXP DATE: _____ BILLING ZIP CODE: _____

AUTHORIZED SIGNATURE: _____ SECURITY CODE: _____

*Please call (804) 332-2111 for additional information. Return your completed application to:
VALA, PO Box 6266, Richmond, VA 23230.
Registrations being paid by credit card may be faxed to (804) 632-8411 [must dial area code].*