



Achieving Human Resource Excellence in Nonprofit Organizations

PRESENTED BY:

CONNECT: Partnership for Nonprofit Solutions

Workshop Description:

This workshop will cover important aspects of HR compliance, documentation and employee management for the smaller organization (agencies with 25 employees or less and/or no dedicated HR Manager) and sets a baseline for the HR function that will serve the growing organization. Handouts, samples and interactive exercises will be included.

Join us to learn more about:

- Forms, policies and procedures that are required to control risks, meet legal requirements and communicate standards
- Best practices for employee handbook contents and development processes
- Review options for performance appraisal systems and how to select one for your organization

Presenter: Peggy Pargoff, Vice President
ManagEase, Inc.

Date: Wednesday, December 3, 2008

Time: 9:00 am – 12:00 pm

Registration to begin at 8:45; workshop will begin promptly at 9:00

Fee: \$65 per person*

*The fee is waived for current grantees of the Children and Families Commission of Orange County.



Location:

Orangewood Children's Foundation
1575 East 17th Street
Santa Ana, CA 92705

For any workshop questions, please contact:
Laura Arevalo, TA Program Assistant
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E-mail: larevalo@connectoc.net

Registration Deadline: November 25, 2008

Register online at
www.connectoc.net/training.htm

This workshop is made possible through a grant from the Children and Families Commission of Orange County.





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Presenter Bio: Peggy Pargoff

Peggy Pargoff is Vice President of ManagEase, Inc., a human resource and management services company, where she serves as a senior consultant and business development professional. Prior to joining the executive team at ManagEase, Peggy owned several successful market research and technical publishing companies. She started her career as a scientist, and holds a BS in biology from USC and an MS in microbiology from California State University at Long Beach. She is certified as a Professional in Human Resources by the Society of Human Resource Management. In addition to volunteering time with the Irvine Chamber of Commerce, Peggy has volunteered thousands of hours for such causes as public education, adult literacy, domestic violence prevention, and recording for the blind and has served on several non-profit boards. Peggy has traveled to more than 20 countries and lives in Mission Viejo with her husband Michael.

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