

Writing Effective HR & E-Policies to Manage Behavior, Maximize Compliance & Mitigate Risks

WEBINAR OR ON-DEMAND WEB LINK
(LINK INCLUDES FREE CD ROM)

Thursday, March 15, 2012

12 - 1:30 pm PT
1 - 2:30 pm MT
2 - 3:30 pm CT
3 - 4:30 pm ET

All organizations need effectively-written business policies. Strategic implementation of a program that combines written rules with employee education (supported by policy management tools) can minimize or prevent costly and protracted risks, while mandating appropriate business behavior, and maximizing compliance with legal, regulatory, and organizational guidelines.

Here are three good reasons why every community bank needs effective written policies:

1. Banks are obligated to maintain lawful and civil business environments. Written policies can communicate formal rules to everyone – from full-time employees to independent contractors;
2. Compliance cannot be expected from an uninformed workforce. Effective written policies set forth what constitutes appropriate, acceptable, and lawful business behavior; and
3. In case of a lawsuit or regulatory investigation, effective written policies will help demonstrate adherence to best practices and a commitment to operating a civil, compliant business environment.

Regardless of your comfort, skill, or experience as a policy writer, this program will improve the quality and effectiveness of your bank's policy writing, training, and compliance management program.

Continuing Education: Attendance verification for CE credits provided upon request.



HIGHLIGHTS

- Proven three-step formula for policy writing success
- How to apply the ABCs of effective policy writing
- How and why you should conduct an annual policy audit
- Smartphones, social media, web 2.0: 21st century technology tools require 21st century rules and policies
- Best practices for writing effective policies

- Why and how you must support written policy with effective employee training
- Using technology to automate policy management
- Applying the 3-Es of policy compliance management: establish policy, educate employees and enforce policy compliance

WHO SHOULD ATTEND?

This session is a must for anyone who is responsible for writing, implementing, and managing employment and electronic policies. HR, training, IT, legal, and compliance professionals will have a particular interest in this program.

MEET THE PRESENTER

Nancy Flynn,
The ePolicy Institute™



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Community Bankers Association of Oklahoma REGISTRATION FORM

Date of Seminar	Name of Seminar	Live Webinar \$230	On-Demand Link & Free CD Rom \$230	Both Live Webinar & On-Demand Link (includes free CR Rom) \$350	TOTAL
					\$

***CD Rom for pc use only**

Name: _____ Bank: _____

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Hook up instructions and seminar materials will be emailed approximately
7 days prior to the seminar.

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Mail registration form and check made payable to:

Financial Education and Development, Inc., P.O. Box 1780, Helena, MT 59624

Fax registration form, including credit card number to (406) 442-2357.

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***NOTE:** It is best to have all payments and registrations to us 10 days prior to the seminar to ensure timely receipt of hook up instructions and handout materials. We will do our best to accommodate late registrations.

FOR QUESTIONS EMAIL: CBAO@financialedinc.com

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