



The Fox School of Business and Management

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**Local Bosses Can Employ Human Resources Seminar at Temple SBDC  
“Employers’ Rights and Responsibilities” Seminar Details State and Federal  
Regulations**

Philadelphia, Pa., Feb 1, 2008- The “Employer’s Rights and Responsibilities” class will be held Thursday, February 21 from 6:00 p.m. until 8:00 p.m. at the Temple Small Business Development Center located at 1510 Cecil B. Moore Avenue Philadelphia, PA 19121. Class costs \$20. For further information please call 215-204-3856 or email [sbtrain@temple.edu](mailto:sbtrain@temple.edu).

Human resource skills are an integral part of running and maintaining a successful work environment. As an employer, you have to follow a host of state and federal laws that regulate the relationship you have with your employees. The “Employer’s Rights and Responsibilities” class is a great way for business owners to improve their management skills and understand state and federal laws.

Among the human resource topics that employers are expected to know and that will be covered in the class are proper hiring and firing practices, wage and hour laws, employee leave rules and employee privacy. Other topics that will be discussed during the class include how to: prevent harassment in the workplace, conduct performance reviews, discipline employees and write an employee handbook. All of these skills are essential in making your employees feel comfortable. When employees feel comfortable in their working environment then they are more likely to produce better work.

The Temple University Small Business Development Center (SBDC) is part of a network of university and college centers providing a wide range of services to small businesses. Established in 1983, the SBDC is part of the Temple University Fox School of Business and Management, ranked #1 in “Value for Money” among U.S. public-urban universities and the only U.S. school ranked in the top ten in all global categories by *Financial Times 2006*. For more information, please visit the Temple SBDC website at [www.temple.edu/sbdc](http://www.temple.edu/sbdc).

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