



NEWS RELEASE

For Immediate Release:

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Contact:

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LEARN HOW TO DRAFT EMPLOYEE HANDBOOKS AND JOB DESCRIPTIONS

LE MARS, IOWA – The Siouxland Employers’ Council and Iowa Workforce Development will be hosting a training session to discuss how to write employee handbooks and job descriptions. This meeting will be held on Wednesday, February 16, 2005, from 8:30 a.m. – 10:30 a.m. The training session will be conducted at the Good Neighbors’ Meeting Room in the lower level of the Primebank Building, 31 1st Ave NW, Le Mars. There is no cost to attend this meeting.

This presentation has been given in many parts of the state and has been well received by employers. Iowa Workforce Development and the Siouxland Employers’ Council wanted to offer this opportunity to businesses in Plymouth County.

Speakers include:

- ◆ Barbara Tapscott, Iowa Workforce Development Employment Law Attorney, is a frequent trainer and speaker for business groups. Barbara will discuss the good, the bad and the ugly of employee handbooks.
- ◆ Craig Immerfall, Iowa Workforce Development Business Services Representative, will present information on the steps needed to writing meaningful job descriptions.

To register for the seminar, contact Diane Neri, Iowa Workforce Development, at (712) 233-9030, Ext. 1037 or by e-mail at diane.neri@iwd.state.ia.us. Please register by Monday, February 14, 2005.

The Siouxland Employers’ Council is an employee group in Region 12, supported locally by Iowa Workforce Development, and is part of the statewide Employers’ Council of Iowa system. This employers group addresses workforce issues, and provides both educational and networking opportunities for employers.

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