



**EARN 21 THRP
CREDIT HOURS**

DrummondWoodsum
ATTORNEYS AT LAW

The Tribal Human Resource Professional (THRP) Certification Summit

December 3-6, 2018

Hard Rock Hotel & Casino, Las Vegas, NV

PROGRAM FACULTY

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NNAHRA and Drummond Woodsum have joined forces to provide Tribal Human Resources Professional (THRP) training to HR Professionals in Indian Country. This 3-1/2 day course provides HR Professionals with the practical knowledge and skills they need to handle the unique employment challenges facing tribal governments and their enterprises.

Attendees will learn and apply employment laws, with a specific emphasis on protecting sovereignty. Topics will focus on issues HR Professionals grapple with every day, including discrimination, wage and hour issues, employee discipline, investigations, evaluations, leaves of absence, union activity, Indian Preference and more. The course includes interactive exercises to re-enforce learning and help attendees gain confidence in navigating complex employment issues. Attendees who successfully complete the final exam receive the NNAHRA Tribal Human Resource Professional Certification. Join over 1,000 of your fellow HR Professionals who already hold the THRP certification, which is widely recognized as the essential HR credential in Indian Country.

Visit nnahra.org or dwmlaw.com to register

"From all over Indian Country HR Professionals have chosen NNAHRA to provide the best possible opportunities for education. We believe that the THRP Certification Program provides the best opportunity to become trained in crucial topics, issues, laws and regulations unique to tribal organizations and enterprises. You will not find a stronger or more knowledgeable team of instructors. This program is by far the single most valuable training a HR professional should attend. Nothing will differentiate yourself from others in the HR field more than the THRP certification."

- Suzanne Clem, NNAHRA Treasurer

About NNAHRA

The National Native American Human Resources Association is a non-profit organization comprised of HR professionals working for, or providing professional services to tribes.

NNAHRA started out as a grass-roots effort with four tribes meeting to network and share personnel issues and challenges. Today we have more than 650 members and are still growing.

THRP Training Team

NNAHRA's THRP training is provided by Drummond Woodsum attorneys and consultants in collaboration with attorney Rick McGee. Our team has frequently presented at NNAHRA conferences and for individual tribes. We advise many tribes across the country on HR, labor and employment issues.

THRP Certification

Participants will take an examination at the end of the program to test their knowledge of the materials. Participants who earn a passing grade will receive written notification that they are certified by NNAHRA as a Tribal Human Resource Professional.

NNAHRA Membership

Participants will receive **FREE NNAHRA membership for one year** upon course completion.

RAVE REVIEWS

Here's what your colleagues are saying about Drummond Woodsum's Tribal Human Resource Professional (THRP) Certification Summit!

"This was one of the best trainings I have been to in a long time."

"I came here knowing very little about the law and am walking away with a treasure trove of information."

"Being new to HR I found this course very informative and I felt it gave me the knowledge to do my job more effectively."

"Fun, interactive, great material...it exceeded my expectations!"

"We covered many aspects in the HR world. It was explained thoroughly and with understanding and dedication."

"Great experience – I can't wait to get back to work and implement my new ideas to organize our workplace!"



Interested in hosting a THRP training session in your region?

Contact Campbell Badger for more information:
800.727.1941 Ext. 514 | sbadger@dwmlaw.com

THRP TRAINING CURRICULUM

Day 1 | Monday, 8:30 am - 4:30 pm

Tribal Employment and Understanding the Legal Landscape

- What is an Indian tribe?
- What is a tribal enterprise?
- History of employment law
- Tribal government authority in Indian country to regulate employment relations
- Sources of laws: What laws apply and who enforces them
- Tribal sovereignty: What it means and how it applies

Employment Discrimination

- Discrimination laws: Scope and nature of laws and how they effect tribes: Title VII, ICRA, ADA, ADEA, tribal laws and policies
- How discrimination laws might apply: Hiring, promotions, transfers, evaluations, discipline, and job descriptions

Day 3 | Wednesday, 8:30 am - 4:30 pm

Personnel Policies

- Why we need personnel policies, what personnel policies we need, and practical tips

Disciplining Employee Misconduct

- Due process, progressive discipline, investigations, and writing discipline letters

Employee Evaluations

- Establishing reasonable performance standards
- Role of job descriptions
- Notice of deficiencies
- Opportunity to improve

Unions and Concerted Activities

- National Labor Relations Act and unions
- Solicitation and distribution of materials
- Restrictions on social media
- What employers can and cannot do under the NLRA

Day 2 | Tuesday, 8:30 am - 4:30 pm

Employees on Leave

- Employee leave laws: Scope and nature of laws and how they effect tribes: ADA, FMLA, workers' compensation, tribal laws and policies
- Who is eligible, how to analyze leave requests, and what is a reasonable accommodation

FLSA: Wage and Hour Issues

- Exempt and non-exempt employees
- Minimum wage
- Overtime work
- Recordkeeping requirements
- Traps for the unwary

Examination of Other Laws Effecting Tribal Employment

- OSHA, USERRA, I-9, HIPAA, and ACA

Indian Preference Law

- Purpose of law
- Scope of law
- Practical and procedural applications

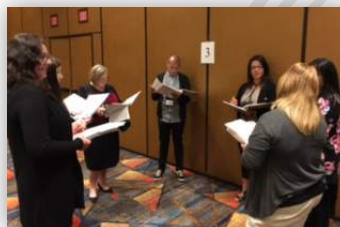
Day 4 | Thursday, (1/2 Day) 8:30 am - 12:00 pm

Role of Human Resources

- Making sure your voice is heard
- Dealing with intractable problems: Drugs and alcohol, attendance issues, and employee complaints and grievances

Examination for THRP Certification

- Multiple choice and short essay questions on all issues covered over the three-and-a-half-day training



REGISTRATION

The Tribal Human Resource Professional (THRP) Certification Summit


December 3-6, 2018

Hard Rock Hotel & Casino Las Vegas

4455 Paradise Road
Las Vegas, NV 89169

\$1,350 per person *(includes daily breakfast & lunch)*

 **Online** www.nnahra.org
www.dwmlaw.com

 **Mail** Drummond Woodsum
Attn: Donna Swiderek
PO Box 7570 DTS
Portland, ME 04112

 **Fax** 207.772.3627

 **Phone** Donna Swiderek 1.800.727.1941

A) PARTICIPANT INFORMATION:

Please enter the contact information for the person attending the training. This is how we will contact the participant before and after the training; it is where we will email and mail their test results letter; and it is the contact information that will be passed along to NNAHRA for future use. *(If you are completing this registration on behalf of the participant, please see Section B.)*

Name _____

Job Title _____

Company/Enterprise (Participant's Employer) _____

**If participant is a consultant/broker for a tribe/enterprise, please provide the tribe/enterprise name _____*

Employer Tribe _____

Work Mailing Address _____

Work Email Address _____

Work Phone Number _____ Fax _____

Is the participant a NNAHRA Member? YES NO

Is the participant renewing their THRP Certification? YES NO

B) If you are completing this registration **on behalf of the participant** and you would like to receive an email confirmation, please enter your information here:

Name _____

Email _____

C) PAYMENT OPTIONS:

Check enclosed (payable to Drummond Woodsum) in the amount of \$ _____

Charge my: MasterCard Visa AMEX

Card No. _____

Exp. Date _____ Security Code _____

Name as it appears on card _____


Billing or invoice address (if different from above)

HOTEL ACCOMMODATIONS:

To book rooms with the special group rate, please contact the Hard Rock Hotel & Casino directly using the dedicated website below. *Please note that using the public hotel website will **not** get you the special group rate.*

If making a reservation by phone, please use the number provided below and instruct the agent to use the group rate for the "NNAHRA Tribal Human Resource Professional Summit"

 <https://book.passkey.com/go/NNAHRA2018>

 **1.800.473.7625**

The special group rate for this event is only available for booking until November 2, 2018. Any bookings made after November 2nd will be priced at the current advertised public rate.

Additional Hotel Information:

The room rates shown on the website do not include room taxes or the \$33/night resort fee.