

**EARN 21 THRP  
CREDIT HOURS**



**DrummondWoodsum**  
ATTORNEYS AT LAW

# The Tribal Human Resources Professional (THRP) Certification Summit

**November 4-7, 2019**

Indian Pueblo Cultural Center, Albuquerque, NM

## 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 reinforce learning and help attendees gain confidence in navigating complex employment issues. Attendees who successfully complete the final exam receive the NNAHRA Tribal Human Resources 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](http://nnahra.org) or [dwmlaw.com](http://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 Resources 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](mailto: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

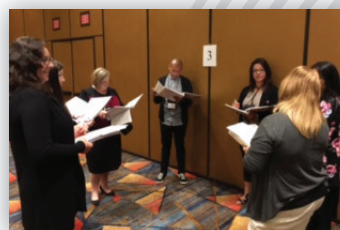
### Role of Human Resources

- 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

**\*Please note: In order to receive certification, the exam must be completed on-site at the training.**





# REGISTRATION

## The Tribal Human Resources Professional (THRP) Certification Summit

**November 4-7, 2019**

### Indian Pueblo Cultural Center

2401 12th Street NW  
Albuquerque, NM 87104

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



- 1) If you are completing this registration on behalf of the attendee, please enter your information here:**

Name \_\_\_\_\_

Email \_\_\_\_\_

**2) ATTENDEE'S WORK CONTACT INFORMATION:**

Please enter the work contact information for the person attending the training. *(No home/personal contact information, please.)*

Attendee's Full Name \_\_\_\_\_

Job Title \_\_\_\_\_

Work Email \_\_\_\_\_

Work Mailing Address \_\_\_\_\_

Work Phone \_\_\_\_\_

Employer (Enterprise/Organization) \_\_\_\_\_

Employer Tribe \_\_\_\_\_

If attendee is a consultant/broker for a tribe/enterprise, please provide the tribe/enterprise name: \_\_\_\_\_

**3) PAYMENT INFORMATION:**

☐ 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)

### WAYS TO REGISTER

-  **Online** [www.nnahra.org](http://www.nnahra.org)  
[www.dwmlaw.com](http://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
-  **Email** [dswiderek@dwmlaw.com](mailto:dswiderek@dwmlaw.com)

### HOTEL ACCOMMODATIONS:

Please contact your hotel directly using the information below to book your stay.

The Holiday Inn Express is conveniently located in the Avanyu Plaza across the street from the Indian Pueblo Cultural Center.

#### Holiday Inn Express & Suites Albuquerque Historic Old Town

2300 12th Street NW  
Albuquerque, NM 87104

 **1.505.842.5000**

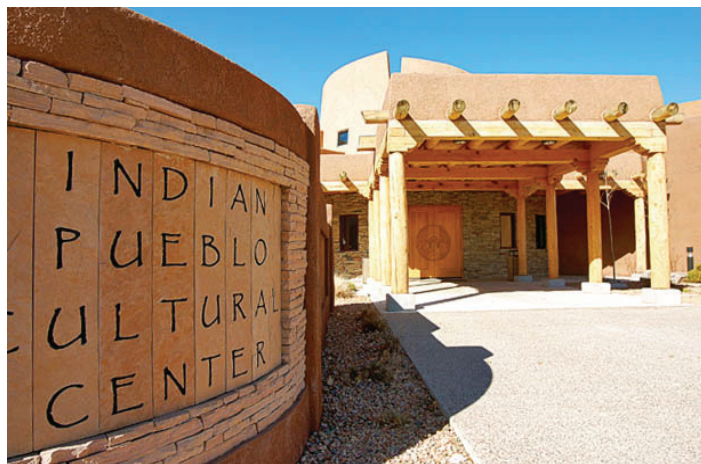
*Other nearby hotels:*

#### Hotel Albuquerque

800 Rio Grande Blvd. NW, Albuquerque, NM 87104  
1.866.505.7829

#### Best Western Plus Executive Suites

4630 Pan American Freeway NE, Albuquerque, NM 87109  
1.800.780.7234



*Photo credit Indian Pueblo Cultural Center*