



Division of Practice Management & Health Center Operations
Summer 2018 Training Series

Primary Contributing Author(s)/Reviewer(s)	<p>Susie Hutchinson, CAPP, CMSR, PCMH, CCE Director of Practice Management and Health Center Operations and Instructor</p> <p>Yvette Merritt, MPH Workforce Development Coordinator/Training Coordinator and Instructor</p>
Program Title	<i>FQHC Nuts & Bolts 104: Off boarding</i>
General Description	This course is designed for HR managers, Operations managers and/or directors, and all staff that participate in the recruitment and retention of talent for the health center. <i>Participants will increase their knowledge of the off boarding process, establish a functional understanding of the importance of planning for employee transitions, and identify elements of national best practices for health center off boarding.</i>
Program Target Audience	<p><i>Primary audience:</i></p> <ol style="list-style-type: none"> 1.) HR Staff and Managers who handle recruitment and retention 2.) Team Leads/Supervisors involved in the off boarding process 3.) All or Any Staff that need to want and need to understand how to attract and retain top talent in their health center
Training Cost	\$40
Training Date & Time	Friday, September 28, 2018 9am-12pm
Training Location	Louisiana Primary Care Association 503 Colonial Dr. Baton Rouge, LA 70806
Registration Link	https://modiphy.wufoo.com/forms/fqhc-nuts-bolts/