



NEWS RELEASE

For Immediate Release:
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EMPLOYEE HANDBOOK & JOB DESCRIPTIONS SEMINAR IN SPENCER

SPENCER, IOWA - The Lakes Area Employers' Council and Iowa Workforce Development will be hosting a training session to discuss how to write employee handbooks and job descriptions. The meeting will be held on Tuesday, February 15, 2005, at the Spencer Community School Administration Office, Room B, from twelve noon to 2:30 p.m. and lunch will be available.

This presentation has been given in many parts of the state and has been well received by the employer audience. Iowa Workforce Development and the Lakes Employers' Council want to offer this opportunity to businesses in Northwest Iowa.

Speakers include: Barbara Tapscott, Iowa Workforce Development Employment Law Attorney, 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 to writing meaningful job descriptions. Topics covered will include:

- Discussion of writing and updating employee handbooks
- What should and should not be in a handbook
- Developing accurate and informative job descriptions
- Time-saving tips and resources available to help the drafting process

To register for the seminar, contact Lurene Turpin, Iowa Workforce Development, at (712) 362-7327 or by e-mail at lurene.turpin@iwd.state.ia.us. Please register by Monday, February 14, 2005.

The Lakes Employers' Council is an employer group in Region 3, 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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