

Please fax registration forms and/or  
mail to:

**Andrews Koehler & Passarelli, P.C.**

Attn: Erinn Moore

4343 Commerce Court, Suite 615

Lisle, IL 60532

(630) 505-9969 (Fax)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date to Attend: \_\_\_\_\_

Total amount enclosed: \$ \_\_\_\_\_

\* I'm an existing client, please bill me on my  
April invoice \_\_\_\_\_

Signature: \_\_\_\_\_

Please complete a separate form for each person  
attending.

(For convenience attach a business card)

**PLEASE RESPOND BY APRIL 16, 2004.**

For more information call

Erinn Moore at 630/505-9939

Phone: (630) 505-9939  
Fax: (630) 505-9969

4343 Commerce Court  
Suite 615  
Lisle, IL 60532

*Labor and Employment Attorneys for Management*

**ANDREWS KOEHLER & PASSARELLI, P.C.**

*AKP invites you to join us for  
our most requested seminar...*

## Learn How to Conduct A Human Resource Audit for your Organization

*A Seminar presented by*

**ANDREWS KOEHLER & PASSARELLI, P.C.**

# How to Conduct a Human Resource Audit for your Organization

Renée Koehler will present this series of seminars with assistance from other AKP attorneys. This seminar is tailored for Human Resource Personnel, Managers, and Business Owners and is designed to assist them in conducting human resource self-audits. AKP attorneys who practice labor and employment law will be presenting checklists to help attendees conduct self-audits and identify problem areas. Sample personnel policies will also be used to evaluate the strengths and weaknesses of attendees' policies and practices. Attendees will also receive information about the numerous new laws in Illinois pertaining to employment.

## Topics AKP Will Cover:

- ◆ I-9's
- ◆ Applications
- ◆ Personnel Files
- ◆ Proper postings (New IL Requirements)
- ◆ Handbooks/Policies
- ◆ Background Checks (FCRA & FACT Act)
- ◆ Severance Agreements
- ◆ Wage & Hour/Overtime Issues
- ◆ Non Compete/Confidentiality Agreements
- ◆ Updates in various employment laws for 2004

*Seats fill up quickly for this seminar. Be sure to register today!*

## Dates and Locations:

- ◆ April 23, 2004  
1:00 p.m. to 4:30 p.m.  
AKP Office - Lisle, IL  
1<sup>ST</sup> Floor Training Room
- ◆ April 27, 2004  
8:00 a.m. to 11:30 a.m.  
Holiday Inn – Tinley Park, IL  
18501 S. Harlem Ave
- ◆ April 30, 2004  
8:00 a.m. to 11:30 a.m.  
Marriott – Lincolnshire, IL  
10 Marriot Dr.

## Cost

\$160 each (for one person and one seminar)

\$145 (for more than one person or seminar per company).

**To sign up for seminars:  
Call 630-505-9939**

All Seminars include Continental Breakfast or Lunch

## **Reservation Deadline:**

**Friday, April 16, 2004**