

Risk Management Seminars

What is an Employee Manual?

An Employee Manual is a form for communicating relevant information to an employee, as well as, for providing an orientation to new employees. What you don't say could be as important as what you do say.

Thoughtful policies which are communicated clearly to employees help prevent business losses.

*Employees
Need to
Know What
Your
Company's
Policies Are.*

*Clearly
communicated
policies help
Prevent Problems*

You are invited to attend an Employee Manual Workshop

- **Hosted by: The Northern Aurora Business Association**
- **Date: April 3, 2008**
- **Time: 8:30 am to 10:00 am**
- **Location: 9898 E Colfax Ave
Martin Luther King Library**
- **RSVP: Dennis @ 303-755-8600 x231**