



## MAO303 HR Management for M&O

**Wednesday, May 8, 2024 | 9 AM to 4 PM**

**Aledo Learning Center; 1016 Bailey Ranch Rd; Aledo TX 76008**

**In-Person Only**

**Course Description:** Attendees will come away with an understanding of legal aspects of supervision, evaluations, hiring, training, and management of non-exempt staff, relative to the maintenance and operations department.

This MAO303 HR Management for Maintenance & Operations course will be in-person only. Course materials, including the final exam, will be accessed online. Attendees should bring a device to the training to access the materials. A test will be given for those taking the course for TASBO certification credit.

**FEE:** \$195 Member | \$245 Non-Member

**Hotel Information:** TASBO does not have a room block at any hotel for this course.

**CEU/CPE Hours:** 6/7

**Prerequisite:** None

**CONDITIONS:** Meeting room temperatures are difficult to maintain; always bring a sweater or jacket to ensure comfort. Casual attire is acceptable.

**About TASBO Events:** If you or (someone attending with you) need ADA assistance to participate, please call us at 512.462.1711.

**ABOUT TASBO EVENTS:** Seating is limited, so register early. If you or (someone attending with you) need ADA assistance to participate, please call us at 512-462-1711.

**CANCELLATION POLICY:** **Cancellations are only accepted in writing.** Cancellations received seven (7) working days before the event are cancelled in full, those received one (1) to six (6) working days before the event are cancelled at 50 percent, and cancellations are not accepted the day of or after the event. If you do not cancel and/or do not attend, you are still responsible for payment. If TASBO cancels an event, you will be refunded in full.

**Register online at TASBO.org or return completed form by:**

**Mail:** 5920 W. William Cannon, Building 1, Suite 200, Austin, TX 78749

**Fax:** 512.462.1782

**Email:** register@tasbo.org (DO NOT email Credit Card info)

*Please PRINT clearly.*

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

District/Employer \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Method:**       PO \_\_\_\_\_       Check Enclosed       Credit Card