



Wisconsin
Electric
Cooperative
Association

HR Basics Workshop

October 6, 2026 | Holiday Inn South, Eau Claire



CORE-
Approved

This class is designed for non-HR personnel, so it focuses on human resources concepts that are most relevant to job roles and day-to-day interactions in the workplace. Below is a list of potential topics covered:

1. Understanding HR Basics

- The purpose of HR and how it supports the organization.
- HR's role in creating a positive work environment.
- Your role in mitigating risks for employees and for employers

2. Workplace Policies and Expectations

- Overview of key workplace policies (ie. attendance, dress code, safety).
- Importance of adhering to company policies.

3. Employment Laws Everyone Should Know

- Basics of anti-discrimination and harassment laws (ie. what behaviors are unacceptable).
- Employee rights and responsibilities.

4. Effective Communication

- How to communicate clearly and professionally.
- Handling difficult conversations respectfully.

5. Workplace Culture and Engagement

- Building positive relationships with colleagues and supervisors.
- Contributing to a healthy and inclusive workplace culture.

6. Recognizing and Reporting Issues

- How to identify signs of workplace issues (ie. harassment, discrimination).
- Proper channels for reporting concerns.

This program is an **ECLIPSE-**
approved CORE course.

*Anyone can take this course
and is not limited to ECLIPSE
participants.*

PROGRAM LOCATION

Holiday Inn South

4751 Owen Ayres Court
Eau Claire, WI
(715) 830-9889

ROOM BLOCK

Room Block Name: WECA

Room Block Rate:

\$121 (double queen)

Room Block Expires:

Friday, September 4

Room Block Link:

[October Room Block](#)

Rooms may be available under the room block after the cut-off date only if the hotel has rooms available. Contact the hotel directly to book rooms after the deadline.

INSTRUCTOR

Storm Larson
Boardman & Clark LLP

PROGRAM

Registration: 8:30–9 a.m.

Program: 9 a.m.–4 p.m.

REGISTRATION DEADLINE

Friday, September 25

REGISTRATION

**Co-ops participating in the
pre-payment plan:** 1½ Skill
Builder Credits per participant

Register online at:

[WECA Event Calendar](#)

QUESTIONS?

Contact Wendy Fassbind at
(608) 467-4589 or
wendy@weca.coop

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