



# THE TOOLKIT

J  
A  
N

## HR 101



*Employee HR File Compliance  
How to Complete a W-4 Form  
How to Complete an I-9 Form*  
January 16, 9:00 a.m.

F  
E  
B

## HR 101



*Employee Handbook - Policies  
and Procedures*  
February 13, 9:00 a.m.

M  
A  
R

## HR 101



*Employee Write Up & Corrective  
Measures - Document, Document  
and Document*  
March 27, 9:00 a.m.

To Register

[www.stcloudflchamber.com](http://www.stcloudflchamber.com)



# THE TOOLKIT

A  
P  
R

## Corporate Structures



*How to Set Up a Non-Profit*

April 22, 9:00 a.m.

M  
A  
Y

## Employee vs 1099



What are the Rules?

May 13, 9:00 a.m.

J  
U  
N

## Mark Wells - MW-Ideas



*AI Hands on Training*

June 19, 12:00 p.m.

To Register

[www.stcloudflchamber.com](http://www.stcloudflchamber.com)



# THE TOOLKIT

J  
U  
L

## Logo Refresh

*Is it time to renew the do?*

July 15, 8:00 a.m.

A  
U  
G

## Constant Contact



Features you may not know about

July 13, 8:00 a.m.

S  
E  
P

## September Topic

*Any suggestions?*

May 13, 8:00 a.m.

To Register

[www.stcloudflchamber.com](http://www.stcloudflchamber.com)

# THE TOOLKIT

O  
C  
T

October 13, 8:00 a.m.

N  
O  
V

November 13, 8:00 a.m.

## The Toolkit

Free to members, \$10 for non-members

[www.stcloudflchamber.com/toolkit](http://www.stcloudflchamber.com/toolkit)



To Register

[www.stcloudflchamber.com](http://www.stcloudflchamber.com)