

**News Release**  
**FOR IMMEDIATE RELEASE**  
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## **Workshop Focuses on Business Profitability Through HR Record Keeping**

TRAVERSE CITY, MI—An attorney and a human resources professional will help businesses learn how to use HR record keeping to improve profitability at a January 22 workshop in Traverse City. “Winning Through Documentation” will be held from 8:30 a.m. to 12:00 p.m. at the TBA Credit Union conference room, 630 East Front Street. The workshop is being hosted by the Employer Training Council (ETC).

Featured experts at the workshop will be Steve Palazzolo, J.D., and Ron Smith, PHR. Palazzolo is an employment law attorney with Warner, Norcross & Judd in Grand Rapids. He specializes in HR issues and will share information about Documentation Legalities. Smith is the Director of Human Resources for the Bill Marsh Auto Group. He is an experienced HR professional and will discuss Best HR Documentation Practices.

“Employee documentation and encouraging managers to document properly is a constant battle for Human Resource departments,” said Jennifer Ewing, Director of HR and EH&S at AlcoTec Wire Corporation and an ETC committee member. “This workshop is a great, cost-effective opportunity for employees of a business to learn about the importance of documentation and the tools necessary to stay in compliance.”

Registration is \$35 per person and includes the program, materials, networking, and breakfast. Check in and breakfast run from 8:30 a.m. to 9:00 a.m. You can get more information and register online at: [networksnorthwest.org/etc](http://networksnorthwest.org/etc).

(MORE)

The Employer Training Council, a nonprofit council made up of public and private industry, is committed to identifying key workforce issues and offering solutions to community businesses through training and workshops. Members and sponsors include Grand Traverse Container, AlcoTec Wire Corporation, Northwest Michigan Works!, Benzie County Chamber of Commerce, TBA Credit Union, The Plascon Group, and Networks Northwest.

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NOTE to Media: Images are oftentimes available upon request by e-mailing Tom White at [tomwhite@networksnorthwest.org](mailto:tomwhite@networksnorthwest.org) and stating preferences for resolution (300 dpi?), file format (.tif? .jpg?) and file size (1MB or less?). Or, phone (231) 929-5044. Check our online Media Room at: [networksnorthwest.org/media](http://networksnorthwest.org/media)

Founded in 1974, Networks Northwest facilitates and manages various programs and services for the 10 county region. These programs include Northwest Michigan Works, Small Business Development Center, Procurement Technical Assistance Center, various business services, and many different regional planning initiatives in response to our communities' requests and needs. You will see the broad spectrum of workforce, business and community services Networks Northwest offers if you visit our web site, [networksnorthwest.org](http://networksnorthwest.org)

Networks Northwest's member counties are: Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford.