



PRESENT

OFFICE OPTIONAL: A Defensible Approach to Policies and Processes Webinar

April 12, 2021 3:00 p.m. – 4:30 p.m. 1.5 CLE hours

**Presenter(s): Sharon DeLay, President, BoldlyGO Career and HR Management
Karen L. Poling, Esq., Karen Poling Law, LLC**

3:00 – 4:30 **The Future of Remote Working**
Drafting policies without losing your culture
Sensitive information/document transmission
Flexible hours are not the same as working from home
Hours of work
How to handle vacation and time off
Risk mitigation

This Webinar will use ZOOM

You will receive the link to join prior to the seminar

Mail Registrations to: LCBA
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Cost: LCBA Member: \$55
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OFFICE OPTIONAL

NAME: _____

EMAIL: _____

PHONE: _____ OHIO SUPREME COURT # _____

PRESENTER BIOS

Sharon DeLay, MBA, SPHR, SHRM-SCP, CPCC, HR consultant, business owner, and trainer, is the owner and President of BoldlyGO Career and HR Management, LLC (dba GO-HR), a HR consultancy working almost exclusively with small and micro businesses across five areas: general HR, recruiting and onboarding, training and development, benefits and benefits consulting, and career and corporate outplacement. The company also provides HR project work for larger companies, with their biggest client being a \$1B oil and transportation company with 1,600 employees. Sharon holds an MBA, as well as undergraduate degrees in HR, Education, and Communication. She maintains Senior Professional in Human Resources (SPHR) and SHRM-SCP professional HR certifications, and Certified Professional Career Coach (CPCC) and Certified Professional Résumé Writer (CPRW) certifications. She honed her professional career in the direct sales, higher education and communication industries before creating her business that focuses exclusively on small businesses. Sharon is an Everything DiSC Certified Trainer, an Authorized Partner for Everything DiSC®, The Five Behaviors of a Cohesive Team™, and PXT Select.