



Advantage![®]

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Over the past year HR Systems has been working feverishly to obtain approval as a vendor for the GSA. In November we received a highly anticipated letter with the great news!

Tiene personal con quien quisiera comunicarse mejor?

Le ofrecemos servicios de traducción Inglés/Español o vice-versa para cualquier necesidad que tenga su compañía.

(Do you have employees with whom you would like to communicate better? We are offering translation services English/Spanish or vice versa for all the needs of your company.)

HR Systems is excited to introduce **Andrea Candamil** as a new member of the team!

Andrea is a Spanish translator and will be helping with our training, consulting and all functions of Human Resources! Her impressive background includes attending the Catholic University of Colombia, Bogotá, Colombia, South America and many years of employee interpretation experience at previous jobs.



This is an exciting addition to HR Systems. Andrea will help improve our services and reach a broader scope of businesses and individuals.

We Are Moving!

Although we're moving, our phone and fax numbers will stay the same.

Our new address is:

1065 N 115th Street Suite 120
Omaha, Nebraska 68154

Academy Training Schedule for 1st Quarter

On **January 20, 2010**, we will be offering Effective Communication.

This course will equip the employee, supervisor, or manager with information about:

- Communication methods that DON'T work
- Why managers keep using these communication methods
- How people listen and learn
- How to improve verbal communication
- Writing notes, using post-its, sending email
- How to adjust your style to your work setting

February 17th – Management, Leadership, and Liability

March 24th – Coaching and Progressive Discipline

*All training offered by HR Systems is approved for 3 HRCI continuing education credits.

For more information check out our website at:

www.hrsincorporated.com