

Certificate in Human Resources

The Training

As stated above, the provider proposes to offer a series of targeted courses leading to a Certificate of Completion in Human Resources. Each course would be 6 hours in length and would be taught at times and locations suitable to the consortia. The classes would encompass: Planning and Recruitment; EEO and Other Employment Regulations; Benefits and Compensation; Workplace Safety; Training and Development; Performance Management; Working with Labor Unions and Diversity: Not a Four Letter Word. Each class is designed with the working manager in mind. The topics are relevant to today's workplace and include practical ideas and techniques.

Human Resources Planning and Recruitment

Organizations face many challenges when trying to recruit and retain employees. This class will address what is needed to become an employer of choice and will give participants the opportunity to discuss various methods of achieving this goal. Recruitment today and yesterday; training employees in today's competitive environment; behavior-based interviewing techniques; and conducting a legally defensible interview are among the topics included in this class.

EEO and Other Employment Regulations

This program will present the laws that Human Resources professionals and supervisors need to know for compliance issues. It will address Equal Employment Opportunity as well as safety and employee rights. Participants will learn the "magic numbers" for each law and which regulations apply to their companies based on the number of employees and participation in government contracts.

Benefits and Compensation

Benefits and compensation impact recruitment, retention and ultimately, profitability. Although more introductory in nature, this class will present topics from total compensation and intro to benefits to the nontraditional perks like dry cleaning services to dog-sitting. Health and welfare plans, flexible benefit plans legal aspects of benefits, total compensation, Fair Labor Standards Act and its impact on compensation structures, pay for performance systems, program design for compensation structures and benefit designs that attract/retain employees are topics included in this class.

Workplace Safety

Security has become an issue in our country. Included is the ever-present concern over workplace safety and how to prevent workplace violence. An overview of safety issues will be presented in this class, including SHE, Worker's Compensation, OSHA (bringing

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your workplace into compliance), protecting our company, handling complaints and employee health issues.

Training and Development

Developing and maintaining an effective, cost-efficient training & development program is essential in any company, but training can be expensive. This class will review various methods that can be utilized such as online training, video, and traditional classroom instruction; adult learning styles; evaluation of current and future training; orientation and training for all levels of staff; career pathing; and how to establish training objectives.

Performance Management

Achieving peak performance from employees is essential for a company to reach its goals. The performance management cycle from orientation, training/feedback, performance expectations, goals and coaching, establishing performance stands, communication plans, documentation tools, motivation tools, measuring performance and evaluations are topics included in this class.

Labor Union Avoidance and Working with Labor Unions

Good relations with employees are important for a company's survival since cost of labor represents most of the operating costs. This course provides an understanding of the role of employee relations in today's business. Introduction to labor unions; conducting daily employee relations contact; training managers in the importance of good employee relations; and communicating through handbooks, newsletters, and meetings are included in this class.

Diversity – Not a Four Letter Word

Including a diverse workforce brings different perspectives to the workplace, but many people don't understand the advantages of diversity. This program will examine many aspects of diversity and how to use them to strategic advantage. We will discuss areas such as race, ethnic origin, family status, age, gender, and other factors that influence how we think and react to others in the workplace.

It is suggested that training cover six hours, one day a week for 8 weeks. This would apply to each course in the certificate: Management vs. Leadership; Project Management; Communication Skills; Managing Conflict; Managing Change; Influence (Power, Politics, networking and Negotiation), Motivating the Workforce and Business, Government and Regulations. Each course should run at a starting time of 8 a.m. and be completed at 3:00 p.m. This time frame will allow for a lunch break not to exceed one hour. These courses are designed to be repeated at regular intervals based on need.