



Essentials of Human Resource Management Certificate: Added Course Benefits

This course provides important knowledge and skills you can use immediately in your day-to-day job. This program is designed to launch your career and increase your HR effectiveness.

1. Human Resource Management

- Gain a clear understanding of the HR function
- Roles and responsibilities
- Important steps and outcomes in the HR planning process

2. Employment Law

- Enhance your ability to apply key HR legislation
- Civil Rights Act
- EEOC, Affirmative Action, and elements of the affirmative action plan
- Pregnancy, age and disability legislation
- Many other employee protection laws

3. Recruitment and Selection

- Gain important skills for selecting employees
- Recruiting methods and their effectiveness
- Key selection tools
- Adverse impact calculations
- Interview biases

4. Compensation and Benefits

- Learn the key elements of a total compensation system
- Framework for base pay, incentives, differentials and increases
- Job analysis and documentation
- Methods for job evaluation
- Benefits commonly offered by employers

5. Employee Development

- Gain an understanding of orientation, development and training
- Effective adult learning, both on-the-job and off-the-job
- Four levels of evaluation

6. Performance Management

- Discover the purpose and process for performance appraisals
- Common appraisal methods and errors
- Legal concepts surrounding the disciplinary process
- Guideline for conducting disciplinary meetings