SHRM® Essentials of Human Resource Management Certificate Program

If you oversee the human resource functions at your company or simply want to strengthen your employee management skills, the SHRM® Essentials of Human Resource Management Certificate Program is for you. Knowledge of the essentials can make you a better manager, protect your company from needless litigation, and help advance your career.

Offered in partnership with the Society for Human Resources Management (SHRM), this cost-effective course covers real-life HR issues in our six learning modules. In addition, you'll receive a *SHRM Certificate of Completion.*

The six learning modules cover a broad spectrum of topics:

Essentials of Human Resource Management
- The Human Resources Management Profession
- HR Roles and Responsibilities
- Human Resource Planning

Employment Law in Your Workplace
- Civil Rights Legislation
- EEO and Affirmative Action
- Pregnancy, Age and Disability Legislation
- Additional Employee Protection Laws

Effective Recruitment and Selection Techniques
- Recruiting Methods
- The Selection Process
- Evaluating Applicants

Basics of Compensation and Benefits
- Total Compensation
- Job Analysis and Documentation
- Methods for Job Evaluation
- Benefits Commonly Offered by Employers

Orienting and Training Your Employees
- Training Objectives and Methods
- Effective adult learning, both on-the-job and off-the-job
- Four Levels of Evaluation

Ensuring Quality Performance
- Performance Management
- Common Appraisal Methods and Errors
- Legal Concepts and Guidelines surrounding Disciplinary Actions

Program Dates: **Friday, November 5th , 9 a.m. – 4:30 p.m. and**
Friday, November 12th , 9 a.m. – 4:30 p.m.
- or -
Friday, May 13th , 9 a.m. – 4:30 p.m. and
Friday, May 20th , 9 a.m. – 4:30 p.m.

Location: **Baker College of Clinton Twp. – Academic Office Boardroom**
34950 Little Mack Ave., Clinton Twp., MI 48035

A course fee of $425 includes SHRM® Essentials of HR Management Certificate Program manual consisting of six modules, glossary, and index as well as Participant's Activities Book and 13 hours of classroom instruction.

For more information contact Beth LaValley at **beth.lavalley@baker.edu**, or call (586) 899-3809, or visit our website at www.baker.edu/shrm. Register soon as space is limited.