

*Essentials for Human Resource Management* is a six-day course that provides participants with a broad-based overview of critical HR functions and updates them on the latest HR trends and legal developments.

**OVERVIEW OF TOPICS COVERED:**

- ▶ *Strategic HR Management* – development of HR profession, core HR functions, introduction to strategic HR, HR planning, HR metrics
- ▶ *Workforce Training* – organizational improvement, needs assessment, training design and delivery
- ▶ *Major Employment Laws* – Including FMLA, ADA, Title VII, FLSA, as well as claim prevention strategies
- ▶ *Compensation* – types of pay, compensation philosophies and strategies, plan design, pay adjustments and incentives
- ▶ *Benefits* – mandated vs. voluntary, types (time-off, retirement, healthcare, etc.), plan design, cost control, administration
- ▶ *Employee Selection and Retention* – workforce planning, selection methods, application basics, effective interviews, background screening, job descriptions
- ▶ *Performance Management and Evaluation* – appraisal programs, corrective action processes, documentation
- ▶ *Communication and Conflict Management* – communication skills for different personality types, strategies to diffuse tension, art of persuasion, conflict resolution

**KEY BENEFITS:**

- ★ *Taught by highly-regarded subject matter experts*
- ★ *Emphasizes real-world application*
- ★ *Outlines best practices for critical HR functions*
- ★ *Incorporates hands-on, skill-building exercises*
- ★ *Minimizes work disruptions - meets only once a week for six weeks (rather than consecutive days)*
- ★ *Individualized attention - Enrollment limited to 25 students*

**Certification:** Participants who successfully complete the course requirements will be awarded a Certificate of Completion. This program is approved for 42 general recertification hours toward PHR, SPHR, and GPHR recertification through HR Certification Institute.



**Faculty:** **David J. Cherrington, Ph.D.;** **T. Russell Walker, MBA, GPHR, SPHR;** **Katie Hudman, Attorney;** and **Frances Hume, MBA, SPHR.**

**Where:** **Salt Lake Community College Miller Campus**

9750 S 300 W, Sandy, UT

**When:** **Thursdays, Apr. 21 - May 26, 2011**

**8:00 a.m. - 4:30 p.m.**

**Cost:** \$799 per Council member; \$999 per non-member

*(Includes text book (an excerpt from Mathis/Jackson Human Resource Management) and supplemental workbook)*

**REGISTRATION INFORMATION:**

Name \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address(es) of person(s) to receive reminder:

\_\_\_\_\_

\_\_\_\_\_

**PAYMENT METHOD:**

**Cost: \$799 per Council member**

**\$999 per non-member**

Check Enclosed

Bill Me

Charge Credit Card

Visa  Master Card  Amer Exp  Discover

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name on card \_\_\_\_\_

Signature \_\_\_\_\_

*Refund given if cancellation is received at least two weeks prior to start date*

**Register for *Essentials for Human Resource Management* by:**

E-mail: [info@ecutah.org](mailto:info@ecutah.org)

Fax: 801-364-8915

Phone: 801-364-8479

Mail: The Employers Council  
175 W 200 S, Suite 2005  
Salt Lake City, UT 84101

\* The use of this seal is not an endorsement by HR Certification Institute of the quality of this program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit.