

Our Fundamentals of Human Resource Management Program is comprised of five half-day courses that provide participants with a broad-based overview of key HR functions and updates them on the latest HR trends and legal developments.

Course 1: HR 101

This introduction to HR provides a birds-eye view of HR responsibilities with a focus on the core functions of the employment process including, hiring, employee relations, and termination. It will also address key responsibilities such as record keeping, employee handbooks, and posting requirements. Instructor: **Holly Engar**, SPHR

Course 2: Employment Law Basics I

There are many employment laws that require compliance. Understanding the legal framework and your responsibility is crucial. *Employment Law Basics I* will provide an understanding of I-9s, employee privacy, drug testing, discrimination, harassment, as well as claim prevention strategies. Recommend also attending *Employment Law Basics II*. Instructor: **Katie Hudman**, Attorney

Course 3: Employment Law Basics II

Employment Law Basics II covers the fundamentals and recent developments of FMLA, ADA, Workers' Compensation, and FLSA. Although this course stands on its own, also attending *Employment Law Basics I* will provide a more comprehensive overview of the major HR laws and recent trends. Instructor: **Katie Hudman**, Attorney

Course 4: Compensation Fundamentals

This course will familiarize attendees with key elements of compensation including job evaluation, job descriptions, job pricing using salary surveys, and effective compensation administration and implementation. Instructor: **Kimberly Barton**, SPHR

Course 5: Introduction to Strategic HR

Strategic is the new buzz word for HR, but what is it and how do you get there? This course will provide attendees with the tools to develop a mission-vision-values, set and attain department goals, use metrics to measure value and return on investment, and make a succession plan. Instructor: **Joni B. Chelemes**, SPHR

KEY BENEFITS:

- ★ Taught by trusted Council Staff
- ★ Emphasizes real-world application
- ★ Outlines best practices for key HR functions
- ★ Sign up for the series or individual courses
- ★ Half-day courses to fit your busy schedule
- ★ Minimizes work disruption - meets once a week for five weeks



Where: To Be Determined

When: 8:00 a.m. to 12:00 noon

Cost: Council members \$599 per Series; \$129 per individual course/Non-members \$799 per Series; \$209 per course

Certification: Participants who complete all five courses will be awarded a Certificate of Completion. This program is approved for 17.5 general (3.5 of which are approved for strategic) recertification hours toward PHR, SPHR, and GPHR recertification through HR Certification Institute.

REGISTRATION INFORMATION:

Choose: Entire Series _____ **OR:**
Course 1 ___ **Course 2** ___ **Course 3** ___ **Course 4** ___ **Course 5** ___

Name _____

Name _____

Company _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

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

PAYMENT METHOD:

Series Cost:
\$599 per Council member; \$799 per non-member

Individual Course Cost:
\$129 per Council member; \$209 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 Fundamentals of Human Resource Management by:

E-mail: 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.