



Human Resource Management

Program and Course Description:

The course consists of six instructional modules. Topics/modules are the same as those in the HR Body of Knowledge as established by the Human Resource Certification Institute (HRCI) and include the following:

- ✓ **Strategic Management:** Global business challenges; HRM challenges (internal and external); HRM roles, competencies, and careers; ethics in the workplace; HR planning; forecasting supply and demand; environmental scanning; HR audits and assessing HR effectiveness; HR Information Systems; individual performance and retention strategies; job satisfaction and organizational commitment
- ✓ **Workplace Planning and Employment:** Major EEO laws and concepts; diversity, EEO, and affirmative action; Uniform Guidelines on Employee Selection; EEO compliance; managing diversity; harassment (all types) and workplace relationships; developing jobs - design, analysis, descriptions, and specifications; recruitment; interviewing; selection and placement; selection tools, tests, and methods; background investigations
- ✓ **Human Resource Development:** Strategic training; needs assessment; training design; training delivery; evaluation of training; careers; development needs analysis; development of employees; succession planning; management development; coaching; identifying and measuring employee performance; legal and effective performance appraisals; performance management
- ✓ **Total Rewards:** (formerly known as Compensation and Benefits): Laws effecting compensation and benefits; systems design and pay structures; developing a base pay system; incentives for performance; organization and team-based incentives; executive compensation; mandatory benefits; health care; time-off benefits; benefits administration
- ✓ **Employee & Labor Relations:** Non-union and union work environments; laws, rights, and responsibilities; common law doctrines (employment at will, just cause, due process, etc.); balancing employer security concerns and employee rights; policies, procedures, and rules; employee discipline; alternative dispute resolution (ADR); positive employee relations practices; nature of unions; basic labor law; process of unionizing; collective bargaining issues; the bargaining process; grievance management
- ✓ **Risk Management:** (formerly known as Occupational Health, Safety, and Security): Legal requirements; safety management; health issues; security issues; investigation procedures; enforcement agencies; risks; violence in the workplace; emergency response plans; surveillance; employee assistance programs; employee wellness programs; substance abuse or chemical dependency issues