



***New! Registration Open for October 15, 2008 class***

***SHRM® Essentials of Human Resource Management  
Certificate Program***

**Learn Essential HR Skills: improve your ability to handle challenging HR issues**

The SHRM® Essentials of Human Resource Management Certificate Program is an introductory course offering a comprehensive overview of the human resource function. The course covers today's most vital and timely topics, including employment law, selecting qualified employees, compensation, orientation and training, and the employee performance process. The SHRM® Essentials course is specifically designed to challenge you and provide the skills you need to confidently face today's complex HR situations and compliance issues within your organization. You will participate in interactive case study activities designed for you to practice real-life HR situations in a non-threatening atmosphere.

**Advance your HR knowledge and effectiveness**

If you're new to human resources or need to strengthen your employee management skills, the SHRM® Essentials of Human Resource Management Certificate Program is for you. Knowledge of the essentials can improve valuable on-the-job effectiveness, protect your small business from needless litigation, and help advance your career. The course will arm you with practical skills you can immediately apply to your own situation.

Offered in partnership with the Society for Human Resources Management (SHRM), this cost-effective course covers real-life HR issues, including employment law, selecting qualified employees, compensation, the employee performance process, and much more. You will also learn key information to keep you on track with compliance issues. You'll benefit from the shared experiences of your instructor and peers, while learning techniques for handling HR challenges through interactive case studies designed to make you feel comfortable dealing with HR issues.

**Convenient classes for busy professionals with full schedules**

<b>Dates:</b>	October 15 – November 19, 2008
<b>Day:</b>	Wednesdays
<b>Time:</b>	6-8:30 p.m.
<b>Location:</b>	FCCJ Urban Resource Center, 601 W. State Street, Jacksonville, FL 32202

**Registration deadline is October 1 or until class fills.**

**Contact Melissa Chandler at [machandl@fccj.edu](mailto:machandl@fccj.edu) or 904.361.6261**

## Who should take this course?

This program is designed for entry-level HR professionals, small business owners responsible for the HR function in their companies and people looking into HR as a career-change possibility. These are typical job titles of students who've completed the program:

HR Specialist	Small Business Owner	Manager
HR Generalist	Executive Assistant	Recruiter
Office Manager	HR Administrator	Trainer
Staffing Specialist	Admissions Counselor	Administrative Assistant

## The six learning modules cover broad spectrum of topics

This course provides important knowledge and skills you can use immediately in your day-to-day job:

1. *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

**Register now. Classes fill quickly and space is limited.**

Take steps now to strengthen your ability to handle a wide-range of HR challenges. Both you and your employer will benefit from the knowledge and skills gained from the SHRM® Essentials of Human Resource Management Certificate Program.

To register for the Essentials of HR Management Certificate course, fax the completed application to (904) 632-5117 by the registration deadline (including payment) which is October 1, 2008 or until class is full.

***\$400 Tuition/book\****

*Note: New FCCJ students will be charged a one-time \$15 membership fee in addition to tuition.*

**Contact:**

For more information, contact Melissa Chandler (904) 361-6261 or [machandl@fccj.edu](mailto:machandl@fccj.edu).

**Designed to launch your career and increase your HR effectiveness.  
Designed to deliver results!**

This course is offered with our business partner:



