

Essentials in Human Resource Management Certificate Program

Human Resource Management has evolved into a wide range of complex responsibilities and strategic activities that are central to achieving a successful organizational climate and culture. The Michigan Technical Education Center (M-TECSM) is highly regarded by local employers for its real-world focus, immediate applicability, and up-to-date information. This program will help you achieve your goals; whether they be to develop new HR skills or keep abreast of the latest HR practices.

These modules are part of a five-module certificate program in the Essentials of Human Resource Management offered by the M-TEC. You can take them as a series or individually. Information on obtaining PHR and SPHR status through the Human Resource Certification Institute (HRCI) will be shared. Participants who earn a certificate in the Essentials of Human Resource Management will possess credentials that will give them a competitive edge and help them handle their company's human resource functions.

HOW WILL YOU BENEFIT

- Expand your role and leadership opportunities within your organization
- Discover techniques to build effective teams and empowered individuals
- Develop and monitor HR regulations that address new developments in employment law
- Become a management resource for questions about organizational development, policies and budget

WHO SHOULD ATTEND

- New HR professionals
- Non HR professionals responsible for HR activities
- Mid-career HR managers desiring to broaden their scope of expertise
- Well-experienced professionals who want to keep abreast of the latest developments

MODULE 1 – EMPLOYMENT SELECTION & BEYOND

This module provides you with insight on how to eliminate/reduce risks during the hiring and selection stages of employment. You will examine effective recruiting and interviewing techniques. You'll learn the value of defining the job accurately, as well as the employment laws affecting employment. This course will examine all stages of the employment process.

Upon completion, participants will:

- Understand critical factors to consider when hiring, including nondiscrimination
- Recognize the value of defining the job accurately
- Learn behavioral interview techniques; legal and illegal questions
- Improve your company's staffing function and overall selection process

MODULE 2 – EMPLOYEE ORIENTATION, RECORDKEEPING & RETENTION

Participants will learn how to set up the orientation process, what topics to include – such as training and benefits - and who should be involved. You will learn the importance of record keeping and regulations that apply. We will cover key elements of a personnel file and employee handbooks.

Upon completion, participants will:

- Be able to audit their company's personnel files for compliance
- Know what to maintain in employee files
- Learn techniques for implementing an effective orientation process
- Understand key elements of an employee handbook

MODULE 3 – EMPLOYEE RELATIONS & PERFORMANCE MANAGEMENT

This interactive module explores various performance management tools, as well as designs an effective performance appraisal instrument for your business. You will explore union grievance systems and employee discipline methods. Participants will learn positive approaches to coaching and counseling employees, as well as how to work with problem employees.

Upon completion, participants will:

- Understand how to develop a performance appraisal system
- Learn the importance of linking goals and performance
- Be more adept at providing positive and constructive feedback
- Learn how to handle the grievance and discipline system
- Reduce stress in the termination process

MODULE 4 – HARASSMENT PREVENTION IN THE WORKPLACE

Harassment is not just illegal, it is also bad business. This module will focus on the “gray area” of unlawful harassment. This interactive session will suggest preventive and corrective actions you can take to avoid liability. You will learn how to develop a model policy and identify key elements. We'll explore the investigative process, including questions to ask and follow-up requirements.

Upon completion, participants will:

- Understand what harassment is and isn't
- Learn about preventing illegal discrimination harassment in the workplace
- Know how to respond to complaints, investigate harassment and follow-up

MODULE 5 – WORKING WITHIN THE LAW (COMPLIANCE WITH HR LAW)

This 6 hour module is focused on two areas of the law—Compensation Law (FLSA and COBRA) and the Bermuda Triangle of Employment Law (ADA, FMLA and Disability Law). We will explore the rules concerning exempt and non-exempt employees (overtime pay requirements) and help you understand your role in dealing with employee benefits (manage them yourself or interact with a benefits provider). We will also review basics and explore the most problematic compliance issues experienced by HR professionals responsible for administering the Americans with Disabilities Act, the Family Medical Leave Act and the Michigan Workers’ Disability Act (“workers compensation”). This module will help you sort through the often baffling overlap in these three laws and gain confidence in your legal compliance.

Upon completion, participants will:

- Understand the terminology and key concepts of the federal statutes regulating employee compensation (including FLSA and COBRA)
- Recognize issues and understand HR’s compliance obligations under these major federal laws
- Have the knowledge and navigational tools necessary to minimize disruption and liability while you comply with the law
- Have the confidence to answer management and employee questions

M-TEC at Bay College

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