

Human Resource Essentials

Fridays, February 10, 17, 24 and March 2
8:00 a.m. - 1:00 p.m.

St. Cloud State University

\$379 early bird registration by January 27
\$425 non-early bird registration after January 27

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

The SHRM Essentials course: If you're new to human resources or need to strengthen your employee management skills, this intensive 15 hour program is for you. Knowledge of the HR essentials can improve valuable on-the-job effectiveness, protect your small business from needless litigation, and help advance your career.

www.scsutrainng.com/HRE

What the course offers...

The program is a **blended format** of printed workbooks and classroom instruction.

The content was **designed by HR subject matter experts**, 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.

In addition, you'll receive a *Certificate of Completion* from St. Cloud State University and have the opportunity to **earn 1.5 continuing education units (CEUs) or 15 HRCI recertification credits** for completing this course.

What you'll learn...

The six learning topics cover broad spectrum of important information.

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

- Human Resource Management
- Employment Law
- Recruitment and Selection
- Compensation and Benefits
- Employee Development Performance Management

Who should attend...

Designed as a thorough introduction to HR basics this course provides a solid foundation in HR management that improves HR job performance across multiple job titles & functions.

- **New & junior HR practitioners** who need to increase their knowledge base.
- **Small business owners or office managers** who perform the HR function for their company.
- **Business managers** wanting to learn basic HR best practices to avoid costly litigation.
- **New or experienced managers** interested in learning more about employee management skills.
- **Representatives selling/supporting HR systems and services.**
- **International HR personnel** wishing to increase their knowledge of U.S. HR practices.
- **Job seekers** who are investigating HR as a new career option or want to have HR as a skill for future positions.

Questions? Contact Tammy@scsutrainng.com or 320.308.4252.
To register or for more information or visit our website at:

www.scsutrainng.com/HRE