

Human Resources Professional Certificate Series: *A Practical Approach*

New Format!

Up to 54 hours of HRCI credit for one great price!

Our revamped Human Resource Certificate Series is a nine course program designed for HR professionals to sharpen and master the essential skills needed to understand and apply human resources principles and best practices. More than just an overview of laws & regulations, this series provides practical information and hands-on exercises so that the participant can have an immediate impact on their workplace.



Participants can choose any of the sessions. Those who complete all nine will graduate and receive an HR Professional Certificate Series plaque from The Employers Association. Each one day session provides six hours of credit for PHR/SPHR recertification. **Classes do not have to be taken in order, although it is highly recommended to start with Employment Laws & HR Compliance.**

DAYS ONE & TWO: Employment Laws & HR Compliance: *A Practical Approach* Feb. 22 & Mar. 7 or Jun. 5 & Jul. 3

◆ Anti-Discrimination Legislation ◆ Wage & Hour ◆ Safety & Workers' Compensation ◆ FMLA ◆ Other Key Legislation

DAY THREE: Recruiting, Selection and Hiring: *A Practical Approach* Mar. 21 or Aug. 7

◆ Designing a Selection Strategy ◆ Pre-employment Screening ◆ Interview Techniques ◆ Hiring Legislation

DAY FOUR: Onboarding: *A Practical Approach* April 11 or Sept. 4

◆ New Hire Orientation ◆ Ongoing Onboarding Techniques ◆ Employee Handbooks ◆ On-the-job Training

DAY FIVE: Total Rewards: *A Practical Approach* May 9 or Oct. 2

◆ Compensation ◆ Benefits ◆ Additional Rewards ◆ Incentives

DAYS SIX & SEVEN: Employee Relations: *A Practical Approach* June 13 & July 11 or Oct. 16 & Nov. 6

◆ Discipline & Investigations ◆ Absence Management ◆ Voluntary Separations ◆ Terminations ◆ Unemployment

DAY EIGHT: Employee Engagement & Retention: *A Practical Approach* Aug. 8 or Nov. 13

◆ HR Communications ◆ Employment Branding ◆ Retention & Engagement Tools ◆ Remaining Union-Free

DAY NINE: Employee Development & Training: *A Practical Approach* Sept. 12 or Dec. 4

◆ Performance Management ◆ Training & Assessments ◆ Coaching Skills ◆ Employee Development

For more information or to register, visit www.employersassoc.com or contact BJ Williams at bwilliams@employersassoc.com or 704-522-8011.



This program has been approved for (General) re-certification hours towards PHR and SPHR re-certification through the Human Resource Certification Institute (HRCI). The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute's criteria to be pre-approved for re-certification credit. For more information about certification or re-certification please visit the HRCI homepage at www.hrci.org.

SERIES PACKAGE

\$1,505 Members • \$1,905 Non-members

Save \$250 by signing up for all 9 courses!

EARLY BIRD PACKAGE

\$1,255 Members • \$1,655 Non-members

Save \$500 by signing up by Jan. 23th!

INDIVIDUAL CLASSES

One-day classes: \$195 Members • \$225 Non-members

Two-day classes: \$390 Members • \$450 Non-members