



This program has been approved for 12.0 re-certification hours toward 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 recertification credit. For more information about certification or re-certification please visit the HRCI homepage at www.hrci.org

Human Resource Management Series

HR Management III - Rewarding Employees

Prerequisites: None

Schedule: Four Consecutive Weekly, ½ Day Sessions.

Course Objective

To provide the Human Resource professional with the skills and knowledge concerning the areas of Wage and Salary Administration, Wage and Hour requirements, Performance Appraisals, and Performance Evaluations.

The course was designed as the third and final course in a three-program series to provide professional skills training, group participation, and idea networking. The topics have been carefully selected to enable participants to sharpen and master many human resource and management skills.

Completion Certificate and Award Plaque – Each participant completing all four weekly sessions will receive a completion certificate issued by The Employers Association. Those who complete all three courses in the program series, having attended all classes, will be awarded a plaque evidencing completion of the Human Resource Program Series.

Course Outline:

Module I – Legislative Environment

- Wage & Hour Concerns
- Common Violations
- Exempt versus Non-Exempt
- Overtime and Travel Time
- Deductions from Wages
- Fluctuating Workweek

Module II – Wage and Salary Administration

- Job Analysis
- Job Evaluations
- Determine the pay line
- Equal Pay Audit Procedures

Module III – Variable Pay

- Contingent Compensation
- Individual Incentives
- Group Incentives

Module IV – Performance Evaluations & Appraisals

- Elements of a successful Performance Management System
- Four basic reasons for evaluating an employee's performance
- What should be measured
- Design features of an effective evaluation system
- How to write a fair performance evaluation
- Preparing for the appraisal interview
- Rater concerns
- Ratee concerns
- Conducting the interview

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