

Human Resources Professional Certificate Series:

A Practical Approach



DAYS ONE & TWO	TOPICS OF DISCUSSION		DATES
Employment Laws & HR Compliance: <i>A Practical Approach</i>	<ul style="list-style-type: none"> ◆ Anti-Discrimination Legislation ◆ Wage & Hour ◆ Safety & Workers' Compensation ◆ FMLA ◆ Other Key Legislation 		Feb. 22 and March 7 or June 5 and July 3
DAY THREE			
Recruiting, Selection and Hiring: <i>A Practical Approach</i>	<ul style="list-style-type: none"> ◆ Designing a Selection Strategy ◆ Pre-employment Screening ◆ Interview Techniques ◆ Hiring Legislation 		March 21 or August 7
DAY FOUR			
Onboarding: <i>A Practical Approach</i>	<ul style="list-style-type: none"> ◆ New Hire Orientation ◆ Ongoing Onboarding Techniques ◆ Employee Handbooks 		April 11 or September 4
DAY FIVE			
Total Rewards: <i>A Practical Approach</i>	<ul style="list-style-type: none"> ◆ Compensation ◆ Benefits ◆ Incentives Plans 		May 9 or October 2
DAYS SIX & SEVEN			
Employee Relations: <i>A Practical Approach</i>	<ul style="list-style-type: none"> ◆ Discipline & Investigations ◆ Remaining Union Free ◆ Voluntary Separations ◆ Terminations ◆ Unemployment 		June 13 and July 11 or Oct. 16 and Nov. 6
DAY EIGHT			
Employee Engagement & Retention: <i>A Practical Approach</i>	<ul style="list-style-type: none"> ◆ HR Communications ◆ Employment Branding ◆ Retention & Engagement Tools 		August 8 or November 13
DAY NINE			
Employee Development & Training: <i>A Practical Approach</i>	<ul style="list-style-type: none"> ◆ Performance Management ◆ Training & Assessments ◆ Coaching Skills ◆ Employee Development 		September 12 or December 4

All classes are 8:30 a.m. to 4:00 p.m at The Employers Association Conference Center, 3020 W. Arrowood Rd., Charlotte, NC 28273.

Classes do not have to be taken in order, although it is highly recommended to start with Employment Laws & HR Compliance.



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.

Save \$500 by signing up by Jan. 23 for all 9 classes!

INDIVIDUAL CLASSES

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

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

SERIES PACKAGE

\$1,505 for Members

\$1,905 for Non-members

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

EARLY BIRD PACKAGE

\$1,255 for Members

\$1,655 Non-members

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

HR PROFESSIONALS:
 Make an immediate
 impact on your
 workplace through our
 HR Certificate Series.

The Employers Association is a member-based organization serving as a knowledgeable and trusted resource to meet the comprehensive human resource needs of businesses.

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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.

www.employersassoc.com

REGISTRATION FORM: HR Professional Certificate Series 2012: *A Practical Approach*

- EARLY BIRD PACKAGE:** \$1,255 Members • \$1,655 Non-members **Save \$500** by signing up by **Jan. 23th!**\$ _____
- SERIES PACKAGE:** \$1,505 Members • \$1,905 Non-members **Save \$250** by signing up for all nine courses!\$ _____
- INDIVIDUAL CLASSES:** *Select below along with date(s)* Check one: MEMBER NON-MEMBER
- One-day classes:** \$195 Members • \$225 Non-members **Two-day classes:** \$390 Members • \$450 Non-members
- DAYS ONE & TWO: **Employment Laws & HR Compliance** Feb. 22 & Mar. 7 OR Jun. 5 & Jul. 3 \$390 Mem. • \$450 Non. \$ _____
- DAY THREE: **Recruiting, Selection and Hiring** Mar. 21 OR Aug. 7 \$195 Members • \$225 Non-members\$ _____
- DAY FOUR: **Onboarding** Apr. 11 OR Sept. 4 \$195 Members • \$225 Non-members\$ _____
- DAY FIVE: **Total Rewards** May 9 OR Oct. 2 \$195 Members • \$225 Non-members\$ _____
- DAYS SIX & SEVEN: **Employee Relations** June 13 & July 11 OR Oct. 16 & Nov. 6 \$390 Members • \$450 Non-members \$ _____
- DAY EIGHT: **Employee Engagement & Retention** Aug. 8 OR Nov. 13 \$195 Members • \$225 Non-members\$ _____
- DAY NINE: **Employee Development & Training** Sept. 12 OR Dec. 4 \$195 Members • \$225 Non-members\$ _____

Please Enroll: Name _____ Company _____ **TOTAL:** \$ _____
 Contact Name _____ Phone _____ Email _____
 Street _____ City _____ State _____ Zip _____

Select payment type: Please Invoice Check Enclosed (payable to The Employers Association) Credit Card (Call if needed) Provide card info:
 American Express Master Card Visa Account # _____ Expiration Date _____
 Card Holder's Name _____ Signature _____ V-Code (on front or back) _____

RETURN TO: The Employers Association, 3020 West Arrowood Rd., Charlotte, NC 28273 **EMAIL:** BWilliams@employersassoc.com **PHONE:** 704-522-8011 **FAX:** 704-522-8105