

*Series to Change in 2011...
Last Chance to Complete the Current Series!*

HUMAN RESOURCE MANAGEMENT CERTIFICATE SERIES



Our Human Resource Management (HRM) Certificate Series is a three course program designed to provide the human resource professional with the practical skills required to be an effective human resource manager. The topics have been carefully selected to enable participants to sharpen and master the essential skills needed to understand and apply human resources principles and best practices within an organization. Each course meets for four weekly one-half day sessions and provides 12 hours of credit for PHR/ SPHR recertification.

This program has been approved 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

Completion Certificate and Award Plaque – Participants who attend each four-part course will receive a completion certificate issued by The Employers Association. Those who complete all twelve topics in the series will be awarded a graduation plaque for completing the full Human Resource Management Certificate Series. Those who have their PHR/SPHR designation and attend all twelve topics will gain 36 hours of recertification credit.

Package Discount \$1,200: Enroll in all three programs and receive a \$150 discount!

Human Resource Management I – Employee Relations

Starts Wednesday, Sept. 15, 2010

Time: 8:30a.m.-11:30a.m.

Course Topics:

- ❑ Employment Selection and Interviewing
- ❑ Communication

- ❑ Discipline
- ❑ Training & Development

Human Resource Management II – Regulatory Compliance

Starts Wednesday, October 13, 2010

Time: 8:30a.m.-11:30a.m.

Course Topics:

- ❑ Workers' Compensation & OSHA
- ❑ Unemployment

- ❑ Fair Employment Practices
- ❑ Remaining Union Free

Human Resource Management III – Rewarding Employees

Starts Wednesday, November 10, 2010

Time: 8:30a.m.-11:30a.m.

Course Topics:

- ❑ Legislative Environment
- ❑ Wage and Salary Administration

- ❑ Variable Pay
- ❑ Performance Appraisals & Evaluations

**Registration/Course Outlines: From our website: www.employersassoc.com or
Call 704-522-8011/ Fax 704-522-8105**

3020 West Arrowood Road
Charlotte, NC 28273

