

SHRM Essentials of HR Management

Overview

Gain the critical knowledge necessary to help reduce costs, avoid potential lawsuits, and improve your ability to handle challenging HR issues. This program is ideal if you are just starting out in the HR profession.

Course Objectives

This program is designed to provide you with the knowledge and skills necessary to:

- Build a solid foundation in human resource management.
- Discuss key pieces of federal legislation that impact HR.
- Understand the role of the EEOC and its investigatory process.
- Improve your employee recruitment and selection process to help avoid legal pitfalls.
- Understand the importance of effectively communicating base pay, incentive compensation, and benefits information to staff at all levels.
- Gain knowledge of employee orientation, onboarding, and training and development.
- Learn the process, methods and purpose of performance appraisals.

Course Outline

1 - Human Resource Management

The HR profession
Strategic and human resource planning

2 - Employment Law

Federal CEO legislation
The EEOC and affirmative action
Compensation legislation
Other federal

3 - Recruitment and Selection

Recruiting
The selection process
Evaluating applicants

4 - Compensation and Benefits

Total compensation
Pay increases and incentives
Compensation system design
Benefits overview

5 - Employee Development

Orientation, training, and development
Training program design
Training evaluation

6 - Performance Management

Performance management systems
Performance appraisal process
Disciplinary action
Termination
