



# HR University

## 2010

HR University is a comprehensive development course for newer Human Resource professionals. Whether you have limited experience in the HR profession, or have been in the role for some time but with limited formal training, **HR University helps you “put it all together.”**

### SESSIONS IN THE FIVE-DAY SERIES INCLUDE

#### Employment Law Fundamentals - April 16th

Taught by an attorney, this session will address the basic employment laws you encounter every day, such as the ADA, the FMLA, and Wage and Hour topics. Hiring and termination basics, harassment & discrimination, and employee file best practices will also be covered.

#### Compensation & Benefit Plan Design Basics - April 30th

This session will involve hands-on practice for using a salary survey, creating a basic compensation strategy with base pay and variable pay, and cover simple things HR can do to reinforce positive results in your organization without breaking the bank. Money-saving tips for your benefit plan design, and a review of legally-required benefits will also be provided.

#### Orientation and Performance Management Plan Basics - May 26th

New employees at your organization need to understand their role, what's expected of them, and how this fits into your business. Going forward, they'll need feedback on how they're doing, in order to reinforce positive behaviors and discourage negative ones. This session will cover the basic steps of a thorough orientation process, how HR can help supervisors manage their direct reports' performance, and what to do when a performance management program needs adjusting.

### PRICING

**Member rate:** Series of five classes is \$800;  
Per session rate is \$200

**Non-member rate:** Series of five classes is \$880;  
Per session rate is \$220

To register, call 440/947-1300 or log on to [www.hruohio.com](http://www.hruohio.com) today!

#### Staffing & Recruitment Practices Workshop - June 18th

This session will provide an overview of the hiring process, and discuss how to implement one in your company. Specifically, we will address time and money-saving ways of finding qualified candidates, what steps you need to take once you've found a potential new employee, and how to get your hiring managers to follow your plan. Time will also be spent on the appropriate strategies you will need to use in order to link your hiring plans with your company's strategic goals.

#### Communication Skills for HR Professionals - July 16th

This group-facilitated session will encourage HR professionals to think "outside the box" of traditional workplace communication, and make their HR message heard across their organization. Specifically, this session will cover conflict management strategies for HR professionals, how HR can generate support for organizational changes, and practical, money-saving ways to communicate with your employees.

All sessions begin at 9:00am and conclude at 4:00pm. Continental breakfast and lunch are provided.

Although we accept registrations by the session, the best rates are offered when you register for the series. ERC and any local SHRM chapter members are offered the ERC member rate. Save more! Save 15% by registering a group of 3 or more for this series, or any individual session.



This series of five classes has been approved for 30 (general) recertification credit hours toward PHR, SPHR and GPHR recertification 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.

This series qualifies for 40 Continuing Professional Education credits in Ohio.