

# 2006

# HR University

*Generalist Track Begins  
February 10th*

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*Advanced Track Begins  
April 12th*

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*Register Today!*

Now Entering its  
Sixth Year!

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"I really enjoyed the series.  
I use something from *HR University* everyday!"  
- *STERIS Corporation,*  
*Generalist Track Participant*

"Informative, well-run and career-enhancing."  
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"Fun, thought provoking, WOW!"  
- *Nanofilm,*  
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"We are in control of how effective we can be in  
HR. This will change the way you manage your  
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- *Avery Dennison Corporation,*  
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"Money well spent. The best training series  
I've ever attended. I learned a lot that I was  
able to bring back to the workplace and apply  
successfully. I would highly recommend this  
series for any professional looking to improve  
their workplace."  
- *HANA Microdisplay Technologies,*  
*Advanced Track Participant*



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Welcome to *HR University* 2006! Now entering its sixth year, *HR University* is a comprehensive professional development program for human resources practitioners at all levels. The two-tiered program offers exposure to a variety of core competencies and skill enhancements for generalists, PHR/SPHR-certified practitioners and executive-level participants.

Included in this brochure is information about the Generalist and Advanced Tracks. Each individual session is intended to provide an overview of the subject matter and to create awareness of the practical issues involved in the various aspects of HR management. Emphasis is placed on everyday application of the learning concepts and providing participants with resources for follow-up assistance.

### Format

The *HR University* Generalist Track is comprised of eight sessions - four full-day and four half-day sessions. The Advanced Track is a five-part series featuring four full-day and one half-day sessions. The format for all *HR University* sessions is an interactive classroom setting. Participants may register for the entire series in each track or individual sessions. For those seeking the most comprehensive learning experience, the entire series is recommended. Participants are also welcome to select individual sessions from both the Generalist and Advanced Tracks. In order to maintain the highest quality standards, seating for each session in both tracks is limited to 50 participants.

### SPHR/PHR Recertification

*HR University* is an excellent opportunity to accumulate hours toward SPHR and PHR recertification. Recertification details and contact information will be available to all series participants at the start of each track.

### Certificates

Participants who complete the entire series of eight sessions in the Generalist Track or five sessions in the Advanced Track during 2006 will be awarded a certificate of completion after the final session.

### Logistics/Location

All sessions are held at Signature at LaCentre. The facility is conveniently located at 25777 Detroit Road, just off I-90 at the Columbia Road exit. Please see the schedule of courses for more detail and refer to the actual date of each session when planning your attendance. Continental breakfast will be provided at all programs and lunch will be served during full-day sessions.

### Instructors

*HR University* instructors are widely respected as some of the most talented instructors in the field of human resources in Northeast Ohio. All sessions are taught by skilled classroom instructors with expertise in various aspects of human resources, employment law and business management. The majority of the faculty have earned the Senior Professional in Human Resources certification. Guest speakers are periodically included to provide additional expertise in particular content areas.

### Pricing/Policies

Organizations are welcome to split a series registration among different participants from their organization. Organizations purchasing two or more complete series registrations at the same time can take 10% off each series fee. Payment must accompany registration in order to process. We are unable to issue refunds or credits ("make-up sessions") for any missed *HR University* programs. Substitute attendees are welcome.

# Generalist Track

*HR University's* Generalist Track is designed for practitioners working in a generalist capacity whose primary job responsibility is the human resource function. The Generalist Track is ideal for those who are new to the human resources field and are interested in increasing their knowledge and skill sets. These programs are excellent primers for the *HR University* Advanced Track and also provide a valuable "refresher" for those who are more experienced, but have received limited formal training, or are looking for an update within a specific topic area.

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## Foundations in Employment Law

**Friday, February 10**

**9:00 a.m. - 4:00 p.m.**

- Workplace Policies, Procedures & Handbooks
- FMLA & ADA
- Discipline & Termination Issues
- Harassment & Discrimination
- Documentation & Record Keeping
- Wage/Hour Issues
- ADEA
- HIPAA Privacy Regulations

## Compensation & Benefits

**Wednesday, March 8**

**9:00 a.m. - 3:30 p.m.**

- Compensation Strategy
- Basics of Salary Administration
- Base Pay
- Variable Pay
- Benefits Overview & Plan Design Basics

## Staffing & Retention

**Wednesday, April 5**

**9:00 a.m. - 4:00 p.m.**

- Recruiting
- Impact of the Internet
- Interviewing
- Candidate Assessment & Screening
- Documentation & Legal Concerns
- Retention

## Performance Management

**Wednesday, May 3**

**9:00 a.m. - 12:30 p.m.**

- Employee Rights & Responsibilities
- Performance Reviews
- Discipline & Termination
- Coaching

## Employee & Labor Relations

**Friday, June 2**

**9:00 a.m. - 4:00 p.m.**

- New Employee Orientation
- Employee Handbooks
- Employee Communications
- Work/Life Initiatives
- Maintaining a Union-Free Environment
- Overview of an Organizing Campaign
- NLRA Basics

## Training & Organizational Development

**Friday, September 29**

**9:00 a.m. - 12:30 p.m.**

- Costs & Benefits of Employee Training
- Career Planning & Employee Development
- OD Interventions

## Diversity/EEO

**Friday, October 20**

**9:00 a.m. - 12:30 p.m.**

- Compliance Basics
- Preventing Workplace Harassment
- Managing Diversity from Gender to Generations

## Safety & Workers' Comp

**Friday, November 17**

**9:00 a.m. - 12:30 p.m.**

- Building a Safety Culture
- BWC Hearing Preparation
- Accident Investigation
- Reducing Claim Costs
- Transitional Duty

# Advanced Track

The *HR University* Advanced Track is targeted toward experienced practitioners who have received previous formal training in human resources and have been working in the industry for a number of years. Topics covered in the Advanced Track are designed to provide an overview of issues that go beyond the core everyday practices of HR, but are nonetheless key to the success of any advanced HR function.

Emphasis will be placed throughout the series on the bottom-line, financial impact of HR's role within the organization. In order to establish a general awareness of financial principles, the series begins with a course in finance for HR professionals. This initial program will lay a valuable foundation for many of the topics covered in subsequent sessions.

## Finance & Accounting for HR Professionals

**Wednesday, April 12**

**9:00 a.m. - 4:00 p.m.**

- Applying basic business principles to HR
- Interpreting financial statements, including P&L and cash flow
- Talking numbers with your CFO and CEO
- Budgeting HR expenditures
- Building the business case for HR investment

## Bottom-Line Benefits Management

**Wednesday, May 17**

**9:00 a.m. - 4:00 p.m.**

- Minimizing health plan costs
- Identifying savings that have a direct impact on the bottom line
- Understanding healthcare premium rate renewals and strategies to minimize future cost impact
- Understanding how brokers are compensated
- Comparative marketplace data

## Overview of Advanced Compensation

**Wednesday, June 7**

**9:00 a.m. - 12:30 p.m.**

- Driving desired employee performance through comp
- Total Rewards Strategy
- Savvy Executive Comp programs
- Sales Comp plan design and implementation basics
- Overview of gainsharing and profit sharing programs

## Strategic Recruitment Practices

**Wednesday, September 20**

**9:00 a.m. - 4:00 p.m.**

- Creating a recruiting and staffing strategy
- Forecasting recruiting and retention needs
- Candidate sourcing strategies
- Branding your organization through recruiting practices
- Attracting top candidates through an Online Career Center
- Calculating return on recruiting investment

## Increasing HR Effectiveness

**Wednesday, October 25**

**9:00 a.m. - 4:00 p.m.**

- Elements of an HR strategic plan
- Demonstrating HR's value to the organization
- Measuring the true cost and success of HR programs
- Internally branding your HR function
- Working with execs and other organization leaders
- Communicating with employees to gain buy-in on new policies and programs
- Presenting new ideas and programs to boards and executive teams



*The HR University Generalist and Advanced Tracks have been approved for recertification credit hours toward PHR and SPHR recertification through the Human Resource Certification Institute (HRCI). For more information about certification or recertification, please visit the HRCI homepage at [www.hrci.org](http://www.hrci.org).*

# Registration

Please complete the registration form below and fax or mail to ERC. Registrations are taken on a first come, first served basis, with priority given to series registrations. Seating for each session is limited to 50 participants. Registrations received after sessions reach "sold out" capacity will be placed on a waiting list. For multiple attendees, please duplicate this form. Our 2005 programs sold out quickly, so register early! Registration can also be accepted online at [www.ercnet.org](http://www.ercnet.org) or by calling 440/947-1300.

## Investment

### **Generalist Track**

The registration fee for the series of eight courses is \$800 for ERC and local SHRM chapter members, \$1020 for non-members. In order to receive the discounted series fee, participants must register for all eight sessions prior to the first session. Individual half-day sessions are \$120 per session for members, \$150 for non-members. Full-day sessions are \$170 for members, \$200 for non-members.

### **Advanced Track**

The registration fee for the series of five courses is \$700 for ERC and local SHRM chapter members, \$850 for non-members. In order to receive the discounted series fee, participants must register for all five sessions prior to the first session. Individual half-day sessions are \$150 per session for members, \$180 for non-members. Full-day sessions are \$200 for members, \$230 for non-members.

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## Registration Form

Participant(s): \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email(s): \_\_\_\_\_

*Confirmations with driving directions will be sent via email one week prior to each session. Prices in parenthesis represent member/non-member rates. Check appropriate session(s). Any Series program can be split between different participants from one organization. **Organizations purchasing two (2) or more complete series registrations at the same time can take 10% off each series fee.***

### **Generalist Track** (Professionals in transition are invited to call for preferred rates.)

_____ Series (\$800/\$1020)	_____ Apr 5 (\$170/\$200)	_____ Sep 29 (\$120/\$150)
_____ Multiple Series (10% off each series fee)	_____ May 3 (\$120/\$150)	_____ Oct 20 (\$120/\$150)
_____ Feb 10 (\$170/\$200)	_____ Jun 2 (\$170/\$200)	_____ Nov 17 (\$120/\$150)
_____ Mar 8 (\$170/\$200)		

### **Advanced Track** (Professionals in transition are invited to call for preferred rates.)

_____ Series (\$700/\$850)	_____ May 17 (\$200/\$230)	_____ Sep 20 (\$200/\$230)
_____ Multiple Series (10% off each series fee)	_____ Jun 7 (\$150/\$180)	_____ Oct 25 (\$200/\$230)
_____ Apr 12 (\$200/\$230)		

Total \$ \_\_\_\_\_

Method of Payment  Check (payable to ERC)  MasterCard  Visa  AMEX

Card No \_\_\_\_\_ 3 or 4 digit code \_\_\_\_\_ Exp Date \_\_\_\_\_

Name on Card \_\_\_\_\_

**Payment must accompany registration in order to process. Due to the nature of the program, we are unable to issue refunds or credits for any missed HR University programs. Substitute attendees are welcome.**

## Contact Info

Call: 440/947-1300

Fax: 440/684-9760

[www.ercnet.org](http://www.ercnet.org)

ERC

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