POLK STATE
Corporate College

Human Resource Management Certificate Course

The Human Resource Management Certificate is a 10-week (30 contact hours) course that covers essentials that human resources professionals need as part of their careers in order to stay consistent with employment regulations as well as be viewed as effective strategic partners for management. This course is mainly geared toward the emerging human resource professional, those without an HR background who have been tasked with human resource duties, and human resource professionals who are returning to the industry after a significant absence. This course is often a runway toward the SHRM preparation course.

This highly interactive virtual course will cover topics such as recent human resources practices, legal updates, recruiting, selection, interviewing, and performance management. This Certificate program prepares students to be better human resources professionals through class lectures, team building activities, and in-depth discussions.

Fall 2023 Schedule:

Week 1	August 9	Getting Started, Introductions
Week 2	August 16	Strategic Planning
Week 3	August 23	Communication
Week 4	August 30	U.S. Employment Laws & Regulations
Week 5	September 6	Talent Acquisition, Recruiting, Selection, Interviewing
Week 6	September 20	Compensation & Benefits
Week 7	September 27	Performance Management/Motivation & Incentives
Week 8	October 4	Training, Learning, and Development
Week 9	October 11	HR In Global Context, Diversity, and Inclusion
Week 10	October 18	Risk Management & Corporate Social Responsibility

Register online at **polk.augusoft.net**
Class Time: 5:30pm-8:30 pm | Class Location: Online Via Zoom
Cost: $850, includes materials – Questions? Contact pdi@polk.edu