

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 2022 Schedule:

Week 1 August 3	Getting Started, Introductions
Week 2 August 10	Strategic Planning
Week 3 August 17	Communication
Week 4 August 24	U.S. Employment Laws & Regulations
Week 5 August 31	Talent Acquisition, Recruiting, Selection, Interviewing
Week 6 September 7	Compensation & Benefits
Week 7 September 14	Performance Management/Motivation & Incentives
Week 8 September 21	Training, Learning, and Development
Week 9 September 28	HR In Global Context, Diversity, and Inclusion
Week 10 October 5	Risk Management & Corporate Social Responsibility
Week 11 October 12	Review



Register online at polk.augusoft.net

Class Time: 5:30pm-8:30 pm | Class Location: Online Via Zoom
Cost: \$799, includes materials – Questions? Contact pdi@polk.edu