



Sharpen your HR skills to face today's HR challenges.

Essentials of Human Resources

Knowing the basics of HR can make you a better manager, improve workplace morale and performance, and protect your organization from needless litigation.

Human Resource issues impact every company in some way. That's why it's important to understand the fundamental issues surrounding HR today. The 5-week Essentials of Human Resources course teaches the HR knowledge, skills and competencies required for overall business success. Whether you are new to HR, or it's one of the many roles you fulfill at your company, this course covers the key HR topics you need to know.

The program is updated with the latest HR regulations, trends and best practices. Case studies, competency connections and SHRM Body of Competencies and Knowledge (SHRM BoCK) principles are incorporated into the material to illustrate how HR helps drive overall business success.

Through this program, participants will:

- Gain a clear understanding of the HR function
- Develop important skills for attracting and selecting employees
- Learn the key elements of a total compensation system
- Obtain an understanding of orientation, development, and training
- Discover the purpose and process for performance evaluation
- Understand the latest laws and regulations to help reduce the risk of costly litigation
- Network and collaborate with peers
- Share real-life examples to bring HR knowledge to life

To learn more, visit or call:

davenport.edu/ipex/human-resources | (616) 233-2589

Topics

Human Resources

- Gain a clear understanding of the HR function

Talent Acquisition

- Develop important skills for attracting and selecting employees

Total Rewards

- Learn the key elements of a total compensation system

Learning and Development

- Obtain an understanding of orientation, development, and training.

Performance Management

- Discover the purpose and process for performance evaluation

Employment Law

- Enhance your ability to apply key HR legislation

Who should attend?

- New and junior HR practitioners who need to increase their knowledge base
- Small business owners or office managers who perform the HR function for their company
- Business managers who want to learn basic HR best practices to avoid costly litigation
- New or experienced managers interested in learning more about employee management skills
- Job seekers who are investigating HR as a new career option or want to have HR as a skill for future positions

Cost

\$750

Materials

Essentials of Human Resources participants receive:

1. Participant's Reference Book

The reference book covers six key human resource topics

2. Participant's Activities Book

The workbook reinforces content and classroom learning, with slides, notes section, and application activities

3. Web-based Tools

Access to web-based tools designed to support the print materials, provide added opportunities to review and master HR concepts, and gain confidence.



Davenport University's Institute for Professional Excellence is authorized by IACET to issue 2.0 CEUs for this program.