Sharpen your HR skills to face today’s HR issues.

Human resource issues impact every company in some way. That’s why it’s important to understand the fundamental issues surrounding HR today.

SHRM, the leading global HR professional organization, has developed the SHRM Essentials of HR Management course, which provides an introductory overview of the human resource function. Whether you are new to HR or HR is one of many roles you fulfill at your company, this program, offered in partnership with SHRM through Fairfield University, covers the key HR topics you need to know.

Small investment in quality training, big payback

Backed by SHRM’s track record of providing quality HR training, the SHRM Essentials of HR Management course covers the topics you need to meet key HR challenges that are relevant to you and your company. In less than 20 hours of training time, you can cover the issues you need to reduce potentially costly lawsuits.

Developed by leading HR experts, HR practitioners, and legal counsel, the SHRM Essentials of HR Management course covers introductory HR topics in a condensed, easy-to-understand format. The straightforward format ensures that HR concepts can be mastered and applied to real-life situations.

Along with classroom interaction with peers and the instructor, case study exercises threaded throughout the program provide opportunities to practice applying newly acquired HR skills during training prior to using them on the job.

Build a solid foundation in HR management skills.

By covering a breadth of practical HR topics, the SHRM Essentials of HR Management course provides the knowledge to perform daily tasks. Through this course, you will also:

- Review key pieces of federal legislation on sexual harassment, age discrimination, and the Family and Medical Leave Act (FMLA).
- Gain insights into employee recruitment and selection while avoiding legal pitfalls.
- Enhance your skills related to total compensation systems, pay increases and incentives, and employee benefits.
- Increase your knowledge of employee orientation, onboarding, professional development, and training.
**TARGET AUDIENCE AND BENEFITS**

Who can benefit from the SHRM Essentials of HR Management course?

Designed as a thorough introduction to HR basics, the SHRM Essentials of HR Management course provides a solid foundation in human resource management and is effective training across multiple job responsibilities and career paths.

- **New and junior HR practitioners** who need to increase their knowledge base
  - Become more effective at handling day-to-day HR issues.
  - Familiarize yourself with the breadth of HR topics that go beyond your current responsibilities and tasks.
  - Gain an understanding of HR roles and responsibilities and how they apply to you.
  - Learn the key HR topics critical to avoiding costly litigation.
  - Practice handling various HR situations through case studies.
  - Refer to the printed materials when needed for HR challenges in the future.
  - Use this course as a stepping stone for those not yet ready to embark on certification.

- **Small business owners or office managers** who perform the HR function for their company and business managers who want to learn basic HR best practices to avoid costly litigation
  - Become more effective at handling day-to-day HR issues.
  - Learn the key HR topics critical to avoiding costly litigation.
  - Familiarize yourself with the breadth of HR topics that go beyond your current responsibilities and tasks.
  - Gain an understanding of HR roles and responsibilities and how they apply to you.
  - Practice handling various HR situations through case studies.
  - Use the printed materials as a ready reference when called upon to use HR skills.

- **New or experienced managers** interested in learning more about employee management skills
  - Become familiar with key HR topics that are part of the workplace today.
  - Foster a positive relationship with direct reports if you know how to handle HR issues effectively.
  - Discover ways to spot potential HR issues and solutions to address them before they become problematic.
  - Use the printed materials as a ready reference when called upon to use HR skills.

- **Representatives selling or supporting HR** systems and services
  - Provide better service and meet client needs with a good understanding of HR-related issues that clients are dealing with.
  - Learn how to key in on certain HR issues that are related to specific industries and client situations.
  - Establish an understanding of common HR language and proper terminology for communicating with HR professionals.
  - Use the printed materials as a ready reference to look up customer-related HR topics and issues when they arise.

- **International HR personnel** wishing to increase their knowledge of U.S. HR practices
  - Learn the basics of U.S. human resource law.
  - Know how to identify the current key HR topics that are prevalent in the U.S.
  - Understand the pitfalls of dealing with U.S. HR issues.
• Use the printed materials as a ready reference when needed.

- **Job seekers** who are investigating HR as a new career option or want to enhance their resume with HR skills
  - Familiarize yourself with the breadth of HR topics.
  - Gain an understanding of HR roles and responsibilities.
  - Use this course to determine if a career in HR fits with your skills and goals.
  - Network with others already in the HR field.
  - Use this course to build basic business skills that are valuable in many employment situations.

**Spring 2016 Course Dates:** Friday & Saturday, June 3 and 4 (9am to 4pm)
**Fall 2017 Course Dates:** Friday & Saturday, December 9 and 10 (9am to 4pm)
**Spring 2018 Course Dates:** Friday & Saturday, June 3 and 4 (9am to 4pm)

For more information or to register for the course please contact Patricia Pivarnik at 203-254-4307. Registration instructions can be found online.