



# SHRM Essentials of Human Resources

ASU Delta Center for Economic Development  
Professional & Workforce Development

**Thursday & Friday September 18 & 19, 2008 or November 6 & 7th, 2008**

### Course Designed for:

This program is designed for anyone managing people. Knowledge of the essentials can keep you and your company out of trouble, make you a better manager, improve workplace morale, help with performance management and protect your company from needless litigation.

Titles of typical participants include:

HR Managers / HR Specialist / HR Generalist / Trainer / Staffing Specialist / Recruiter / Office Manager / Small Business Owner / Executive Assistant / Staffing Specialist / and more...

### Course Fees:

**\$495 Per Person**  
Course Fee includes  
Lunches &  
SHRM Materials

### Training Locations:

Arkansas State University  
Delta Center for Economic  
Development  
5501 Krueger Drive  
Jonesboro, AR 72401

Phone: (870) 972-3850  
Fax: (870) 972-3829

E-mail: [dced@astate.edu](mailto:dced@astate.edu)

#### Website:

[www.deltaced.astate.edu](http://www.deltaced.astate.edu)

#### To Register

<http://deltaced.astate.edu/registration.htm>

If you're new to human resources or simply want to strengthen your employee management skills, the SHRM® Essentials of Human Resource Management Certificate Program is for you. Knowledge of the essentials can make you a better manager, protect your company from needless litigation, and help advance your career.

This program provides an overview of the human resource function and covers real-life HR issues and today's most vital and timely topics, including employment law, selecting qualified employees, compensation, orientation and training, and the employee performance process.

Offered in partnership with the Society for Human Resources Management (SHRM), this cost-effective course covers real-life HR issues, including employment law, selecting qualified employees, compensation, the employee performance process, and much more.

**For Information or Registration Call (870) 972-3850**

#### Essentials of H R Management

This module answers the question "What is human resource management?" It explains the key HR roles and responsibilities and details the planning process that is at the center of HR efforts.

#### Employment Law in the Workplace

Being aware of legal issues and ensuring compliance throughout the organization is a significant responsibility. This module explains the key pieces of legislation with which an organization must comply.

#### Effective Recruitment / Selection

Staffing an organization with qualified employees is important to every manager in an organization. This module examines several important aspects of staffing and focuses on how to make the best match between the job and the person.

#### Basics of Compensation

This module discusses key aspects of a total compensation system, maps out the process for developing pay structures, and describes the common types of pay increases.

#### Orienting and Training Your Employees

This module discusses the purpose of employee orientation, training and development. It provides a perspective on how adults learn while considering several methods of training and gives you insight into determining whether training is successful.

#### Ensuring Quality Performance

This module discusses performance management, the purpose of appraisals and maps out the appraisal process. It introduces you to various appraisal methods and lays out the steps to follow when disciplinary action becomes necessary.

**Course fee: \$495.00 per person**

