

Master's Certificate of Professional Development in Strategic Human Resource Management (SHRM)

Description:

The Master's Certificate of Professional Development in Strategic Human Resource Management shall provide basic skills and knowledge for individuals, employees, and professionals looking into supervisory positions in their work field or profession, assisting in career placement, expanding opportunities in diverse industries, obtain a more competitive edge, prepare for the job market, or increase one's overall professional development. The program provides a fundamental knowledge of the foundations of managing human resources, including recruitment, selection, retention, compensation, internal employee relations, legal compliance, wage and hour issues, and various federal and California leaves of absences.

Program Learning Outcomes

Upon successful completion of this program, the individual will be able to:

- Comprehend the various functions of human resource management;
- Identify and describe key issues in the motivation, retention and compensation of employees;
- Identify and determine the appropriate use of federal and California leaves of absences;
- Recognize common concerns surrounding employer liability in the workplace;
- Identify common wage and hour pitfalls in the workplace;
- Effectively research employment laws and regulations and sensibly apply them in the workplace;
- Communicate effectively with managers and business owners;
- Recognize the role of human resources in a consultative capacity; and
- Identify and describe common internal employee issues in the workplace.

Requirements

(11 courses; 46 hours)

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| 1. HR Management from A to Z (Part 1) (5 Hours) | 6. Human Resources and the Law (4 Hours) |
| 2. HR Management from A to Z (Part 2) (5 Hours)
- Part 2 may be taken prior to Part 1. | 7. Understanding and Working with FMLA, CFRA and PDL (4 Hours) |
| 3. When Conducting Performance Appraisals: Dealing with Trouble Spots (4 Hours) | 8. Wage and Hour Pitfalls: Fostering a Workplace of Compliance (4 Hours) |
| 4. Conducting Pre-Employment Interviews – Saving You Years of Litigation! (4 Hours) | 9. Dealing with Difficult Employees (4 Hours) |
| 5. Unlawful Harassment and Discrimination – Legal Implications (4 Hours) | 10. Conducting Workplace Investigations (4 Hours) |
| | 11. Ethics and Moral Values in the Workplace (4 Hours) |

Program Information & Enrollment

- Call the Human Resources Consortium at (559) 227-6115
- Go online at www.hrconsortium.net/cu
- Email us at cu@hrconsortium.net

Apply Online at www.hrconsortium.net/cu or call us at (559) 227-6115 to receive more information

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