

Registration Form

Name: _____
SS# _____
Address: _____

City: _____
State: _____ Zip: _____
Day phone: _____
Evening phone: _____
E-mail address: _____
Employer: _____
Title: _____
Years in HR field: _____
SHRM Mem. # _____

Payment Information

Check for \$395 to WKU enclosed.
 Charge my Visa, MasterCard or Discover:
Card number: _____
Expiration date: _____
Name on card: _____
 Company PO: _____
Contact person and phone: _____

Registration deadline: November 30, 2006

Registration Information

To register by phone, call 270-745-1910 or 270-745-1912. Please be prepared to provide the necessary credit card information for processing the registration.

To register by fax, send completed registration form with your payment information to 270-745-1911.

To register by mail, complete the registration form (or a photocopy) and send it with a check, copy of purchase order, or credit card information. Make checks payable to Western Kentucky University. Allow 3 days to process mail-in registrations. Confirmation will be mailed to you upon receipt. Please list only one person per registration form.

MAIL TO:
Continuing Education
Western Kentucky University
2355 Nashville Road
Bowling Green, KY 42101



Refund Policy:

Registrants who cancel will receive a refund less a \$75.00 processing fee if we receive notification on or before November 30. No refund will be granted after December 2, 2006. If Continuing Education cancels the program, a full refund will be given. A substitute may attend if we receive notification at least 72 business hours before the start of the program. Continuing Education reserves the right to substitute instructors, change the day a program meets, or cancel programs due to insufficient enrollment or unforeseen events.

Essentials of Human Resource Management

December 7 and 8, 2006
8:00 a.m. - 4:00 p.m.

Sponsored by

WKU Continuing Education
Division of Extended
Learning and Outreach

In cooperation with
The Society for Human Resource Management



SOCIETY FOR
HUMAN
RESOURCE
MANAGEMENT

Course Description

The perfect course for managers who need to know basic HR concepts BEFORE disciplinary action is required and HR has to get involved. The Essentials of Human Resource Management Certificate Program is also for those who want an overview of areas outside their current specialty; or for newcomers who want an overview of the whole field. The Essentials of Human Resource Management Certificate Program is not for the seasoned HR professional (unless requiring general update) but is a must 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.

Who Should Attend

The course is specifically designed for employees with management responsibilities:

- Entry-level human resource professionals
- Divisional or departmental supervisors who have the responsibility for interviewing and training employees
- Individuals seeking a career in human resources
- Team leaders with supervisory accountabilities
- Employees with management responsibilities
- Individuals seeking higher management positions
- Staffing specialists
- Benefits coordinators
- HR administrators
- Recruiters
- Payroll assistants

SHRM's Essentials of Human Resource Management Certificate Program is designed for entry-level HR professionals, those exploring HR as a career field, and supervisors who have HR responsibilities. It is also appropriate for HR professionals, such as staffing specialists, whose experience has been in a single functional area.

Program Topics

SIX MODULES AND CONTENT

Core content includes the following:

Module 1: *Essentials of Human Resource Management*

Overview: 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.

Module 2: *Employment Law in Your Workplace*

Overview: 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.

Module 3: *Effective Recruitment and Selection Techniques*

Overview: Staffing an organization with qualified employees who can achieve strategic goals and objectives 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.

Module 4: *Basics of Compensation*

Overview: 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.

Module 5: *Orienting and Training Your Employees*

Overview: 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.

Module 6: *Ensuring Quality Performance*

Overview: Performance appraisal is the focus of this module. The module discusses the purpose of performance 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. Performance management encompasses processes used to identify, encourage, measure, evaluate, improve, and reward employee performance.

General Information

The \$395 course fee includes:

- Student materials (~100 pages), including a glossary.
- Class workbook (presentation slides and exercises, ~76 pages).
- Certificate of Completion.

(Discounts are available for group registrations.)

Registration deadline: November 30, 2006

Location: Program will be held at the Knicely Conference Center, WKU South Campus, 2355 Nashville Road, Bowling Green.

For more information, please contact our office at 270-745-1910 or e-mail continuing.education@wku.edu.



Division of Extended Learning and Outreach
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