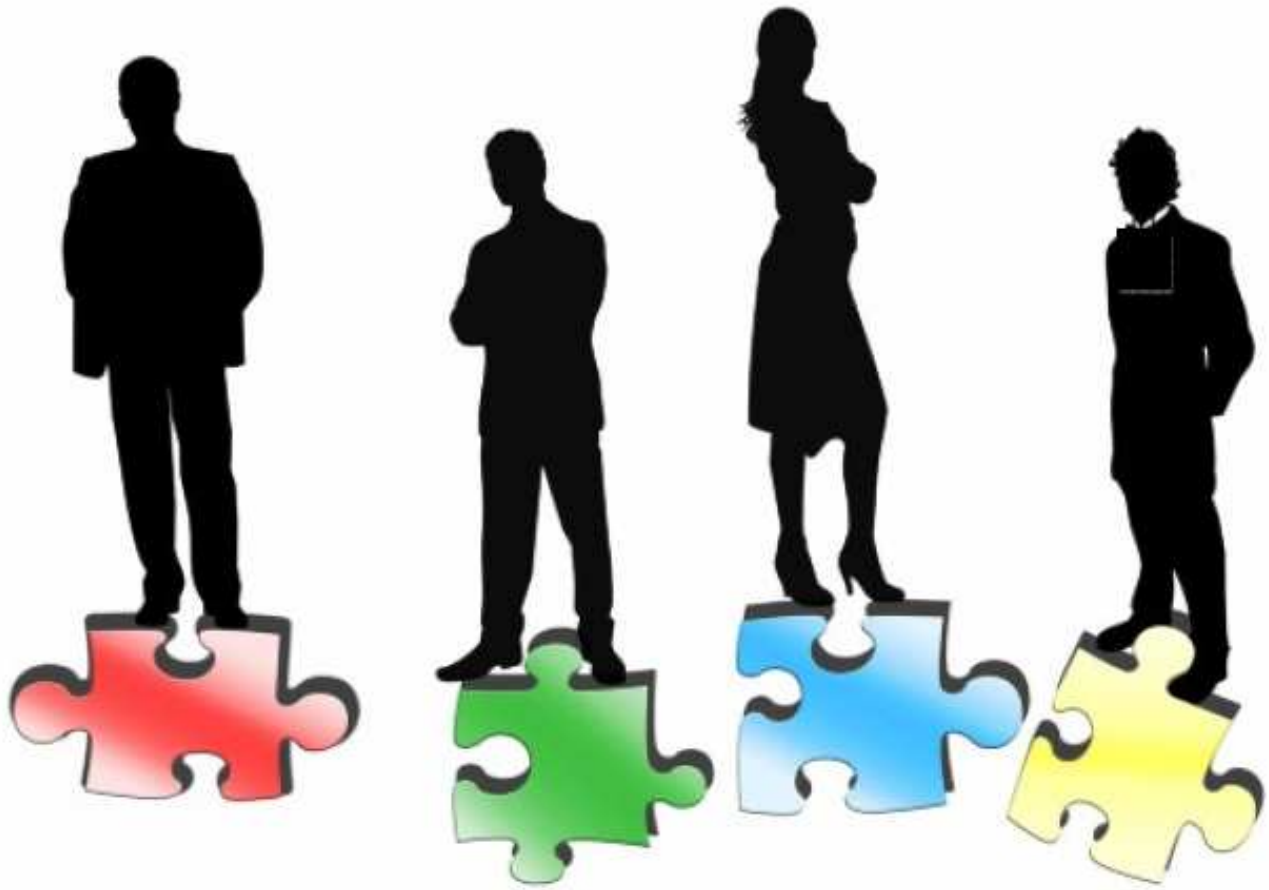


Human Resource Management



If you are planning a career in Human Resources or management, you cannot afford to miss this online Human Resources Management course! Give yourself an employment advantage by developing Managerial skills that are consistently in high demand.

What is the Course start date?

Course Lessons are released every Thursday.

This course has a 12 week duration. One Lesson is released each week for the duration of the course.

You do not have to be present when the lesson is released. The lesson will be emailed to you.



Centre for Professional Studies & Services

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Lesson 01

Do you ever wonder why the field of human resources is the way it is? How it has evolved? The first lesson will travel through history to explore the roots of human resources. You'll see how the modern human resource function has evolved from trade guilds, through the industrial revolution, to modern times.

Lesson 02

What exactly does the human resource professional do on the job? Lesson 2 will take a look at the variety of vital activities that are frequently included in the human resources function. This variety can include everything from recruiting, hiring, and retaining employees, to labor management relations and workplace safety and training.

Lesson 03

How does someone go about finding and hiring a new employee? The initial preparation for hiring is often done in the quiet of an office, which may make it seem like new employees just magically appear. Today's lesson will explore what goes on in that quiet office to ensure that the employee who appears is the right one for the job. This lesson will focus on preparing advertisements and application forms, how to review and screen applications, conduct interviews, and verify information to ensure that it's correct.

Lesson 04

Interviews and background checks are key components of the hiring process. The interview is your chance to evaluate the job applicant in person to see how well his or her skills match your job requirements. So today's lesson will look at each part of the interview—from how to set it up and what approach to take to rating the person after the interview.

Lesson 05

How do you get someone to apply for a job? Solid recruiting practices using both traditional and nontraditional techniques will ensure that you have a large pool of applicants from which to pick and choose. Traditionally, many companies simply run a classified job ad when they need a new employee, but this lesson will explore other alternatives that may be equally effective in recruiting.

Lesson 06

What motivates a quality employee to stay on the job? What can you do to keep employees happy and working? This lesson will analyze job satisfaction and the factors that keep employees happy. Then it will look at some unique programs that provide incentives for employees to stay on the job a long time.

Lesson 07

What rights do employees have? What are moral rights and how can the company protect them? What is the difference between a moral and a legal right? This lesson explores both moral and legal rights and how they can be used to benefit employees. It will also take a look at what to do if an employee complains that either moral or legal rights are not being protected.

Lesson 08

What legal responsibilities does a company owe its employees? Today's lesson provides an overview of the many laws that impact the workplace. This lesson will examine laws that govern union-management interactions, prohibit discrimination, set wage and hour requirements, and set benefit and safety standards. It will also point out some Internet resources that will help you easily stay up to date as these laws change.

Lesson 09

Do you have a policy manual at work? What policies are included in the manual? How does anyone ever decide what policies to include? This lesson will take a look at policy manuals—what they should include, what policies are most common, and what you should do to ensure that your policies comply with the law.

Lesson 10

How can workplace communication be effective? What should you do to ensure that communication is taking place on a regular basis? Today's lesson will focus on the need for effective communication programs at work and how to implement them. You'll find out how to keep communication running smoothly throughout the organization.

Lesson 11

What should a strong employee benefit program include? What is involved in putting a benefit package together? Benefits are a great way to attract and keep employees. So today's lesson will take a look at such common employment benefits as insurance and retirement. It will cover how to put together a benefit package, and options for including free benefits that are attractive to employees.

Lesson 12

Have you ever wondered what makes a human resource professional successful? The final lesson will take a look at eight habits that successful professionals adopt. You'll leave with the insight and ability to achieve excellence at work!



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