

**CULTURAL/LEADERSHIP SERIES**

**Human Resource Management Courses**

***Training focusing on the principle roles and functions of the***

***human resource management departments in public & private organizations***

**Introduction to Human Resource Management**

* Focused on introducing the functions and responsibilities of HR department personnel
* Training covers:
  + Equal Opportunity & Legal Environment
  + Recruitment and Selection, Performance Appraisal & Compensation Planning
  + Employee Development & Employee Relations

**Recruitment, Selection & Personnel Planning**

* Focused on ability to fulfill organizational objectives by acquiring and retaining eligible employees
* Training covers principles of:
  + Managing the Employment Process, Personnel Planning, Recruiting, Interviewing
  + Screening Techniques, Maintaining Employee Records & Involuntary Separations

**Compensation & Benefits**

* Focused on developing and managing a basic compensation system
* Training covers basic principles of:
  + Pay & Pay for Performance Programs
  + Wage & Salary Surveys, Job Analysis, Job Evaluation Techniques & Benefits

**Employment Laws & Regulations**

* Focused on ability to evaluate organization policy for compliance and assure legality of decisions
* Training covers:
  + Principle Laws and Regulations affecting organizations and employees
  + Fair Employment Practices, Equal Employment Opportunities (EEO), Affirmative Action & Employee Rights and Protections

**Testing & Assessment**

* Focused on utilization
* Training covers:
  + Principle Laws and Regulations affecting organizations and employees
  + Fair Employment Practices, Equal Employment Opportunities (EEO), Affirmative Action & Employee Rights and Protections

**Human Resource Management Applications**

* Focused on hands on application of day-to-day Human Resource Management functions

**Principles of Supervision**

* Focused on application of supervisory principles in the workplace
* Training covers:
  + Responsibilities & Duties of Supervisor, Relationships (to Higher Supervisors, Subordinates & Associates), Effective Utilization of Work Force

***For additional information, contact:***

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