Human Resources Management Series

Protect your business by learning the essentials of Human Resources Management. You will learn everything you need to know about compensation, benefits, performance, orientation, training development, and globalization of HR. A special focus will be placed on key skills for HR Managers. You cannot afford to miss this series of classes.

Benefits:

- Increased on-the-job effectiveness.
- Enhanced marketability.
- Access to a toolkit of proven strategies and techniques.
- Network with HR professionals from a variety of organizations.

Course Content:

**Week 5: Compensation, Benefits, Performance**

Master a variety of approaches for determining and implementing equitable wage and salary programs in today's demanding labor market. Learn about performance management, benefit programs and their significance in the organization's overall compensation plan. Get the tools to: set up a compensation program, determine exempt vs non-exempt, understand wage and hour laws, keep employee time, set benefits and add other incentives.

**Week 6: Orientation and Training Development**

Obtain practical methods for developing and implementing successful training programs including training needs assessment, strategic training goals, designing the training program, adult learning theory and evaluation methods.

**Week 7: Globalization of HR**

Human Resources has moved into a global market. We will focus on 'The Shrinking Globe' and aspects of this move that affect local businesses. Explore the main challenges and learn strategies to manage in this new culture.

**Week 8: Key Skills for HR Managers**

Learn about conflict resolution, coaching and motivation techniques. Then improve your skills in performance evaluation, progressive discipline and diversity. Learn how to develop HR strategies to support business needs, apply change management skills, develop talent management processes, build employee engagement and develop HR metrics. A myriad of topics to assist you in setting up an effective work environment will complete the training and help you to contribute to your organization's success.
**Instructor Background:**

Monica Skelchy has over 25 years of experience in human resources management. She has coached leaders at various level in the organization and has worked extensively in the field of leadership development and talent management globally.

**Class Schedule:**

**Day/Date:** Thursdays, February 19 – March 12, 2009  
**Time:** 6:00 pm – 8:00 pm  
**Location:** Gavilan College, LI100  
**Price:** Sign up for 1 class at $49 + $5 materials fee to instructor or all 4 at the same time for $175 + $20 materials fee to instructor.

**Information:** Download a flyer at www.gavilan.edu/conted

**Registration:** Go to our website at http://gavilan.augusoft.net

**Other Workshops:**

- Small Business Success Series    March 2 - 23, 2009  
- Marketing You Business on a Shoe-String Budget    March 5 – 26, 2009  
- Notary Public    March 21, 2009  
- Start a Non-Profit    February 24 – March 3, 2009  
- Workplace Spanish for Health Care Professionals    February 11 – March 18, 2009  
- Power QuickBooks for Business    February 21 or May 2, 2009

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**Gavilan College Contract Education Registration**

Student Name:  
Address:  
City:  
Zip:  
Phone: ( )  
Cell: ( )  
Email:  
Company Name:  
Address:  
City:  
Zip:  
Class Title:  
Start Date:  
Fee: $  

**Payment Options:**  
$ □ Cash (exact change)  
$ □ Check  
$ □ Check #  

Visa / MC# - - - Exp:  
Cardholder Name:  

**Cancellation Policy:** You must notify us 3 business days before the first class meeting in writing to cancel or transfer. If you cancel your registration, you will receive a credit voucher, good for 2 years, for the amount of the class.