The field of Human Resources is one of the most challenging in the modern workplace. We have redesigned our popular Human Resources series to make it easier for you to attend. It has been broken up into two, 4-week sessions (Fall and Spring). You will get all the reading materials the first night and be ready for lively discussion and hands-on exercises developed to power up your learning. The Human Resource professional is a key agent for change and success in the public and private sectors.

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 1: Fundamentals of Human Resource Management**

HRM is crucial to the financial health, morale and productivity of all organizations. Learn the major elements of the personnel process including recruiting, interviewing, compensation, wage & labor laws, benefits, evaluations, documentation & training.

**Week 2: Recruitment & Selection**

The key to any successful organization is having talented, engaged and committed employees. Topics will include conducting interviews, legal questions, using job descriptions for recruiting, employees vs. independent contractors and assessing interview data to hire the most qualified individuals to meet your changing needs.

**Week 3: Personnel Law**

Knowing what is legal and what is not is crucial for a company to stay in business. Learn the basics of ADA, FLSA, FMLA, CFRA, COBRA, Title VII of the Civil Rights Act, Sexual Harassment laws, Worker’s Comp and more. Get the essential ‘411’ for success.

**Week 4: Performance Management**

It’s not enough to hire an individual and leave them to do their job. There must be systems in place to give them clear goals and measurements and to evaluate their performance. Find out about various performance management tools, how to set up a training program, how to document behavior and performance, and when and how to terminate employment legally.
Instructor Background:

Shairon Williams holds a Master's Degree in Human Resources and Organizational Development. She has worked in the Human Resources field for over 10 years.

Dianne Dudek holds a Bachelor's Degree in Education and Psychology and has worked in Human Resources for 16 years.

Students tell us: Shairon and Dianne’s classes are “Very fun, informative and interactive. Excellent, I’m never disappointed!”

Class Schedule:

Day/Date: Wednesdays, October 8 – 29, 2008
Time: 6:00 pm – 8:00 pm
Location: Gavilan College, L1100
Price: $199 + $20 Materials Fee

Information: Download a flyer at www.gavilan.edu/conted
Registration: Go to our website at http://gavilan.augusoft.net

Other Workshops:

Customer Service Series       September 25 - October 9, 2008
Personal Development Series      October 28 – November 18, 2008
Marketing on a Shoe-String Budget   October 30 – November 20, 2008

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.