

SHRM Essentials of Human Resource Management Certificate Program

The SHRM Essentials of Human Resource Management Certificate Program is a comprehensive overview of the human resource function. If you're new to human resources or simply want to strengthen your employee management skills such as small business owners responsible for the HR function in their companies and people looking into HR as a career-change possibility, then this program is for you! It is specifically designed to challenge you and provide the skills you need to confidently face today's complex HR situations and compliance issues within your organization.

Six Learning Modules Cover:

- Resource Management – Gain a clear understanding of the HR function
- Employment Law – Enhance your ability to apply key HR legislation
- Recruitment and Selection – Gain important skills for selecting employees
- Compensation and Benefits – Learn the key elements of a total compensation system
- Employee Development – Gain an understanding of orientation, development and training
- Performance Management – Discover the purpose and process for performance appraisals

SlipperyRock
UniversitySM

IN PARTNERSHIP WITH



SOCIETY FOR HUMAN
RESOURCE MANAGEMENT

When: Monday evenings, 6 weeks beginning
September 21, 2009

Time: 6 to 9 PM

Location: Penn Northwest Development
Corporation in Mercer, PA

Program Fee: \$599

Registration Deadline: September 9, 2009

Registration Form

SHRM Essentials of Human Resource Management Certificate Program

Name: _____

Company Name: _____ Job Title: _____

Address: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Phone: _____ Fax: _____

SHRM Essentials of Human Resource Management Certificate Program (160003:216)

Monday evenings, 6 weeks beginning September 21, 2009

Program Fee: \$599

Late Registration Fee (if applicable): \$75

Total Amount Due: _____

Payment Method

Visa MasterCard American Express Discover Check (Made Payable to SRU Foundation)

Credit Card Number: _____ V Code: _____ Expiration Date: _____

Cardholder: _____ Cardholder Signature: _____

Return to: Slippery Rock University, Office of Workforce and Community Education

165 Elm Street, Slippery Rock, PA 16057

Phone: 724-738-1601 / Fax: 724-738-1605 / E-mail: lifelonglearning@sru.edu

To register online, please visit <http://slipperyrock.augusoft.net>

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Office of Workforce and Community Education
165 Elm Street
Slippery Rock, PA 16057

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