

**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:***

***Louis Judge, Assistant Vice President, Corporate Education & Economic Development***

***336- 506-4207*** ***louis.judge@alamancecc.edu***

***Sheila Bissette, Administrative Assistant 336-506-4151*** ***sheila.bissette@alamancecc.edu***