BULLETPROOF
Education Services

SHRM Essentials of HR Management

Gain the critical knowledge necessary to help reduce costs, avoid potential lawsuits, and improve your ability to handle challenging HR issues. This program is ideal if you are just starting out in the HR profession.

Length Days: 2 | **Length Hours: 16**

Course Objectives

This program is designed to provide you with the knowledge and skills necessary to:

• Build a solid foundation in human resource management.

• Discuss key pieces of federal legislation that impact HR.

• Understand the role of the EEOC and its investigatory process.

• Improve your employee recruitment and selection process to help avoid legal pitfalls.

• Understand the importance of effectively communicating base pay, incentive compensation, and benefits information to staff at all levels.

• Gain knowledge of employee orientation, onboarding, and training and development.

• Learn the process, methods and purpose of performance appraisals.

Course Outline

1 - Human Resource Management
The HR profession

Strategic and human resource planning

2 - Employment Law
Federal CEO legislation

The EEOC and affirmative action

Compensation legislation

Other federal

3 - Recruitment and Selection

Recruiting

The selection process

Evaluating applicants

4 - Compensation and Benefits

Total compensation

Pay increases and incentives

Compensation system design

Benefits overview

5 - Employee Development

Orientation, training, and development

Training program design

Training evaluation

6 - Performance Management

Performance management systems

Performance appraisal process

Disciplinary action

Termination