

Register now. Classes fill quickly and space is limited.

Take steps now to strengthen your ability to handle a wide-range of HR challenges. Both you and your employer will benefit from the knowledge and skills gained from the SHRM Essentials of Human Resource Management Certificate Program.

It's easy to register:

By Phone: Call (601) 605-3370 for credit card registrations only.

By Fax: Send your completed registration form with credit card information to (601) 605-3408.

By Mail: Complete the registration form (or photocopy) and send it with a check, copy of purchase order, or credit card information. Make checks payable to Holmes Community College, and mail it to 412 West Ridgeland Avenue, Ridgeland, MS 39157, Attn: Angela Crain.

Name _____
Title _____
Company/Organization _____
Home Address _____
City _____ State _____ Zip _____
Home phone _____
Business phone _____
Fax _____
E-mail _____
SHRM member number (optional) _____

Method of Payment

- Check enclosed. (Make checks payable to Holmes Community College)
- P.O. # _____ (Copy of P.O. required)
- Credit Card: Visa MasterCard Exp. Date: _____
Account # _____
Cardholder name _____
Signature _____

For more information, contact Angela Crain at (601) 605-3370 or e-mail acrain@holmescc.edu

CLASS SCHEDULE

Tuesdays, September 9—October 28, 2010.

Class meets from 6 to 8 p.m.
for eight weeks!

OR

Two-day seminar, September 28-29, 2010

Earn 1.5 CEU's!!!

Cost is only \$295 for this
16-hour course!

CONVENIENT CLASSES FOR BUSY
PROFESSIONALS WITH FULL SCHEDULES

Classes will be held at the
D. P. "Pat" McGowan Workforce
Training Center located on the
Ridgeland Campus of
Holmes Community College
412 West Ridgeland Avenue
Ridgeland, MS 39157



D.P. "PAT" MCGOWAN WORKFORCE TRAINING CENTER
AT HOLMES COMMUNITY COLLEGE

Enroll in this introductory course that covers today's most vital and timely HR topics.



IN PARTNERSHIP WITH



Learn Essential
HR Skills

SHRM® Essentials of Human Resource

Dates Offered:

Thursdays: September 9—October 28, 2010
6 to 8 p.m.

Tuesday-Wednesday: Sept. 28-29, 2010
8:30—4:30

Contact Angela Crain @ 601/605-3370 for more information.

Advance your HR knowledge and effectiveness

Improve your ability to handle challenging HR issues.



If you're new to human resources or need to strengthen your employee management skills, the SHRM® Essentials of Human Resource Management Certificate Program is for you. Knowledge of the basics of HR can improve valuable on-the-job effectiveness, protect your business from needless litigation, and help advance your career. Completing this course will arm you with practical skills you can immediately apply to your own situation.

Offered in partnership with the Society for Human Resources Management (SHRM), this cost-effective course covers real-life HR issues, including employment law, selecting qualified employees, compensation, the employee performance process, and much more. You will also learn key information to keep you on track with compliance issues.

THE BENEFITS OF TAKING THIS COURSE:

This course is specifically designed to challenge you and provide the skills you need to confidently face today's complex HR situations. You'll also get the added benefit of:

- A structured classroom environment that enhances learning and helps you stay on track.
- Shared experiences of your instructor and peers.
- Learning techniques for handling HR challenges through interactive case studies designed to make you feel comfortable dealing with HR issues.
- Training close to home that saves on travel expenses.
- Receiving a Certificate of Completion from Holmes Community College.
- The opportunity to earn 1.5 continuing education units (CEUs).

WHO SHOULD TAKE THIS COURSE?

This program is designed for entry-level HR professionals, small business owners and managers responsible for the HR function in their companies and people looking into HR as a career-change possibility.

These are typical job titles of students who've completed the program:

- HR specialist
- Small business owner
- HR generalist
- Department managers
- Office manager
- HR administrator
- Administrative assistant
- Supervisors

THE SIX LEARNING MODULES COVER A BROAD SPECTRUM OF TOPICS

This course provides important knowledge and skills you can use immediately in your day-to-day job:

ONE: Resource Management

Gain a clear understanding of the HR function

TWO: Employment Law

Enhance your ability to apply key HR legislation

THREE: Recruitment and Selection

Gain important skills for selecting employees

FOUR: Compensation and Benefits

Learn the key elements of a total compensation system

FIVE: Employee Development

Gain an understanding of orientation, development and Training

SIX: Performance Management

Discover the purpose and process for performance appraisals

You will receive a Participant's Activities Book and a Participant's Reference Book.



DESIGNED TO LAUNCH YOUR CAREER AND INCREASE YOUR HR EFFECTIVENESS.

DESIGNED TO DELIVER RESULTS.

SHRM is the world's largest association devoted to human resource management, with more than 210,000 members. SHRM educational programs are developed according to the highest quality standards and are continually updated to reflect changes in legislation and HR polices.