

# HUMAN RESOURCES MANAGEMENT - TRAINING CURRICULUM

A comprehensive, hands-on series of classes designed to refresh skills for people already in the HR profession, or provide an overview of HR policies and practices for those just entering the field. **Each module can be taken separately or attend the entire workshop series to receive a certificate of accomplishment at the end of day three.**

## **Day One: 8:00 a.m. - 4:30 p.m. (30-minute break)**

### **Recruiting/Retention 8:00 a.m. - 12:00 p.m.**

- Legal Interviewing
- Screening Questions
- Behavioral Interviewing
- In Class Interviewing Exercise



### **Human Resource Development 12:30 p.m. - 4:30 p.m.**

- New Hire Orientation
- Generational Differences in the Workplace
- Succession Planning
- Performance Evaluations
- Employee Engagement

## **Day Two: 8:00 a.m. - 4:30 p.m. (30-minute break)**

### **Employee and Labor Management Relations 8:00 a.m. - 12:00 p.m.**

- Employee Complaint Investigations
- Strategies for Working with Unions
- Harassment in the Workplace
- Employee Discipline
- Violence in the Workplace

### **Benefits Administration 12:30 p.m. - 4:30 p.m.**

- ERISA
- Workers' Compensation
- FMLA
- Medicare Reform
- Update to Affordable Care Act
- Benefits Costing Exercise
- Update to 2020 Benefits Limitations

## **Day Three: 8:00 a.m. - 4:30 p.m. (30-minute break)**

### **Compensation Plan Design 8:00 a.m. - 12:00 p.m.**

- FLSA
- Salary Ranges
- Broad Bands
- Job Ranking/Slotting
- Point Factor Analysis
- Job Description Rating Exercise

### **Legal Update 12:30 - 4:30pm**

**Register online at [www.GreaterRochesterChamber.com](http://www.GreaterRochesterChamber.com).**

Seminars are held online via virtual platform. A link will be provided prior to the class start.

A certificate of completion will be provided after the training if you finish the full course.

**3 Full-Days Training Series Cost:** • \$735: Greater Rochester Chamber members • \$875: Non-members – FULL SERIES discount

**Individual Cost (Applies to Any ONE Half-Day Class Only):** • \$145: Greater Rochester Chamber members • \$185: Non-members

**Questions?** [Cassidy.Franklin@GreaterRochesterChamber.com](mailto:Cassidy.Franklin@GreaterRochesterChamber.com)