HUMAN RESOURCE MANAGEMENT: TRAINING CURRICULUM

CHAMBER TRAINING SEMINARS
A GREATER ROCHESTER CHAMBER PROGRAM

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
- Annual Benefit Limits Update

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 p.m. - 4:30 p.m.

Register online at 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?
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