



Alabama Small Business Development Center Network

Strengthening Alabama's Economy, One Small Business at a Time.

www.asbdc.org

Registration is now underway for UNA's upcoming Human Resources courses being offered by Continuing Studies and Outreach. The following courses will be offered during the Spring of 2011: SHRM® Learning System, Interviewing 101, SHRM® Essentials of Human Resource Management and Relationship Strategies.

You can register online at www.una.edu/continuing-studies (select Human Resources), or contact our office at 256-765-4862 to register by phone. We accept all major debit and credit cards.

UNA'S SHRM® Learning System

Create your competitive advantage - HR certification strengthens resumes, increases and refreshes knowledge of HR practices and helps HR Professionals demonstrate their commitment to the profession.

These extraordinary times require HR professionals to demonstrate added value to employers and set themselves apart from their peers for career advancement. Maybe it's time to earn your PHR® (Professional in Human Resources) or SPHR® (Senior Professional in Human Resources) credential.

INVEST IN YOURSELF

Our course is designed to make preparing for the PHR®/SPHR® easier and more efficient by offering the best exam preparation system available in an online or a classroom environment that keeps students on track and assures all material is covered thoroughly. Offered in partnership with the Society for Human Resource Management (SHRM®), the curriculum is designed by subject matter experts and covers the most up-to-date HR Certification Institute Body of Knowledge. Our expert classroom instruction provides a better flow of information and a more enjoyable and effective learning experience saving you time and keeping you motivated. Structured classes, seasoned instructors and peer interaction enhance learning and retention. In addition, the comprehensive SHRM® Learning System will serve as a valuable HR resource to you for many years to come.

WHAT YOU'LL LEARN

The SHRM® Learning System course provides the most comprehensive and effective PHR®/SPHR® training program through a blended format of printed workbooks, web-based study tools and expert classroom instruction. This course teaches the following six modules covering the HR Certification Institute Body of Knowledge tested in PHR®/SPHR® exams.

1. Strategic Business Management
2. Workforce Planning and Employment
3. Human Resource Development
4. Total Rewards
5. Employee and Labor Relations
6. Risk Management

"The SBDC at University of North Alabama is a part of the Alabama SBDC Network. The Alabama SBDC Network is funded in part through a Cooperative Agreement with the U.S. Small Business Administration.

Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance.

Contact Phillip Marks, UNA Box 5248, UNA-SBDC, Florence, AL 35632, 256-765-4668"



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SHRM® Learning System - Online Format

Course Number: 11-HR100OL

January 31 - May 2, 2011

Price: \$1099; \$1049 for SHRM® Members

Instructor: Dr. Sandra Sockwell, SPHR

SHRM® Learning System - Classroom Format

Course Number: 11-HR100

February 1 - May 2, 2011

8 Tuesday evenings * 4:00 pm - 7:00 pm

Price: \$1299; \$1249 for SHRM® Members

Instructors: Pam Free, PHR, Amy Jones, PHR, Matt Oglesby, SPHR,

Mike Van Rensselaer, SPHR, and Dr. Sandra Sockwell, SPHR

Location: UNA East Campus, 1640 Tune Ave., Florence, AL

February 1 - Orientation Session * February 8 - Module 1

February 22 - Module 2 * March 8 - Module 3

March 22 - Module 4 * April 5 - Module 5

April 19 - Module 6 * April 26 - Review Session

INTERVIEWING 101: Conducting Efficient & Effective Interviews

If employees are the backbone of your company, a thorough and discerning selection process is vital to your future success. Efficient and effective interviews can help minimize hiring mistakes and assist in identifying future stars. Join us for an interactive class designed to hone the interviewing skills of Human Resource Professionals and Front Line Supervisors alike.

TOPICS OF STUDY INCLUDE:

- Types of interviews and benefits of each
- Common interviewing mistakes
- Legal risks in interviewing
- Effective screening interviews
- Designing structured interviews
- Conducting behavioral interviews

Course Number: 11-HR103

February 25, 2011 * 8:00 am - 4:30 pm * Price: \$99

Instructor: Matt Oglesby, SPHR * Location: UNA East Campus, 1640 Tune Ave., Florence, AL

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SHRM® ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

Gain HR skills to face today's HR issues - The SHRM® Essentials of HR Management course can help employees and companies increase HR knowledge that is critical to overall business success.

- Attain knowledge and practical HR skills to effectively approach challenging HR issues
- Gain expertise in areas of HR that are broader than the normal scope of your job
- Stay up-to-date on the latest laws and regulations
- Learn techniques for handling HR challenges through interactive case studies
- Utilize the print materials and one-year access to the online tools as a comprehensive source of HR information

SIX KEY TOPICS COVER A BROAD SPECTRUM OF HR PRACTICES

Newly updated with the latest HR developments, this course addresses six key HR management practices delivered in a blended learning experience that combines print and online tools with the benefits of an instructor-led class.

PRINT MODULES

1. Human Resource Management
2. Employment Law
3. Recruitment and Selection
4. Compensation and Benefits
5. Employee Development
6. Performance Management

ONLINE TOOLS

- Pre and post-test
- Reports that measure progress
- Glossary of key terms
- Resource Center
- Threaded case study
- And more!

CLASSROOM BENEFITS

- Instruction from an HR expert
- Real-world case studies
- Networking opportunities

SHRM® ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

Course Number: 11-HR101 * March 24 & 25, 2011

8:00 am - 4:30 pm * Price: \$699; \$679 for SHRM® Members

Instructor: Matt Oglesby, SPHR

Location: UNA East Campus, 1640 Tune Ave., Florence, AL

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RELATIONSHIP STRATEGIES

Would you like to substantially increase your ability to communicate with others? The Relationship Strategies program assembles a number of simple tools that can easily be adapted to improve both business and interpersonal relationships. This highly interactive program will introduce participants to the concepts they need to take their personal and business relationships to the next level.

PARTICIPANTS LEARN

- How to practice the "Platinum Rule"
- Their own behavioral style and how to maximize its strengths and minimize its weaknesses
- How to "read" the behavioral style of others -- quickly and accurately
- The strengths/weaknesses and likes/dislikes of the four basic behavioral styles
- Strategies for creating instant rapport and better compatibility with each behavioral style (adaptability)

PROGRAM INCLUDES

- Individual behavioral style evaluation
- Small group and individual exercises
- Workbook materials

This program is practical, accurate, and easily-remembered. Relationship Strategies can be tailored to the unique demands of sales, management, customer service, or team-building environments.

"The Platinum Rule® is a registered trademark of Dr. Tony Alessandra. Used with permission."

Course Number: 11-HR102

April 11 & 18, 2011 * 4:00 pm - 7:00 pm * Price: \$69

Instructor: Mike Van Rensselaer, SPHR

Location: UNA East Campus, 1640 Tune Ave., Florence, AL

Meet Your Instructors:

Pam Free, PHR, Vice President, Risk Management is an experienced human resource professional with more than fifteen years experience in the staffing industry. She began her career in the staffing industry in 1995 with JobCenter, Inc. and has held the position of VP Operations / Risk Management for 10 years. Pam is an active member of the Society of Human Resource Management and was elected to serve as the Treasurer for the Florence chapter for 2010. She is currently on the Board of Directors for the Alabama Staffing Association. In the past she has served as President and Secretary/Treasurer of the Shoals Safety and Health Association and has served as an Ambassador with the Shoals Chamber of Commerce. She is also a Certified Staffing Professional through the American Staffing Association and earned her PHR from SHRM in December 2009. She has extensive experience in the areas of Workers' Compensation Claims Management and Unemployment Claims Management.

Amy Jones, PHR, has worked in Human Resources in a variety of industries for 17 years. She is currently employed at National Alabama Corporation as HR Manager (Level I). She is the Past President of the Shoals Chapter - SHRM and received her PHR certification on January 23, 2007.

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Dr. Sandra Sockwell, SPHR, retired from the City of Florence after being the Personnel Director for almost 20 years. After a two-month retirement, she went to work with D & D Case Management, Inc., as Director of Business Development. She served in an HR capacity in a major healthcare facility, and is a frequent trainer for UNA and others on HR, supervisory, and management topics. Sandra is the past president of both the Alabama Self-Insurers Association and the Alabama Association of Public Personnel Administrators, and board member of the newly formed Shoals Chapter- SHRM®. She earned BS and MS degrees from UNA and her MA and Ph.D. from The University of Alabama. Sandra has taught in UNA's SHRM® Learning System series since its inception.

Matt Oglesby, SPHR, currently works for CB&S Bank as an HR Generalist. He has a broad range of experience, including over 15 years of management experience and over 10 years of public speaking experience. He serves as the President-elect for the Shoals Chapter-SHRM. He earned his BS in Human Resource Management at the University of North Alabama, and he is currently working on his MBA at UNA.

Mike Van Rensselaer, SPHR, is the Human Resources Officer for Bank Independent, a regional financial institution based in North Alabama. His professional background includes experience as the Human Resources Manager for a manufacturing company, staffing specialist for a Fortune 500 staffing firm, and owner of HR Advantage, an employee training and consulting organization. Mike is past President of the Shoals Chapter of Society of Human Resources Management (SHRM). He is a certified Senior Professional in Human Resources (SPHR). He received an M.B.A. and a B.S. in Finance from the University of North Alabama. In 2008 he became certified through The Institute for Personality and Ability Testing, Inc. (IPAT) to deliver and evaluate the 16-PF and other IPAT approved behavioral assessments. Mike is certified through the Platinum Rule Group to deliver Platinum Rule workshops and seminars. Mike is a member of the Society for Human Resources Management (SHRM), the Shoals Chapter - SHRM, The Center for Creative Leadership (CCL), and the American Society for Training and Development (ASTD). He has designed and delivered dozens of training programs for organizations such as Sunshine Mills, Walgreens Customer Care Center, Gold Kist, SCA Tissue, Essex Wire, Huntsville City Schools, Domco Tarkett, The University of North Alabama, Martin Supply Company, Southern Accounting Systems, and Buffalo River Service.

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