



Alabama Small Business Development Center Network

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

www.asbdc.org

Save The Date ~ UNA Offers Spring 2012 SHRM®/Human Resources Courses!

Registration is now underway for UNA's upcoming Human Resources/SHRM® courses being offered by Continuing Studies and Outreach. Online registration is currently unavailable. Please contact our office at 256-765-4862 to register by phone. We accept all major debit and credit cards. Please share this email with others who may be interested.

SHRM® ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

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

WHO CAN BENEFIT FROM THIS COURSE?

Designed as a thorough introduction to HR basics, the SHRM® Essentials of HR Management course provides a solid foundation in HR management across many different job functions and career paths.

- New and junior HR practitioners who need to increase their knowledge base
- Small business owners or office managers who perform the HR function for their company
- Business managers who want to learn basic HR best practices to avoid costly litigation
- New or experienced managers interested in learning more about employee management skills
- Representatives selling or supporting HR systems and services
- International HR personnel wishing to increase their knowledge of U.S. HR practices
- Job seekers who are investigating HR as a career

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

"The SBDC at University of North Alabama is a part of the Alabama SBDC Network. 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-SBDC, 143 Keller Hall on the UNA Campus, UNA Box 5248, Florence, AL 35632, Phone: 256-765-4668."



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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

Why Take The SHRM® Essentials of HR Management Course?

TIME-EFFICIENT AND COMPREHENSIVE:

One training program covers vital HR topics in less than 20 training hours.

FOCUSED LEARNING AND PROFESSIONAL DEVELOPMENT:

Condensed format, online study tools, and instructor guidance help you stay on track.

PEER AND INSTRUCTOR INTERACTION:

Network and gain real-world insights into HR while learning the content.

PROVEN TRAINING FROM THE LEADING HR ASSOCIATION:

SHRM® is the world's largest association devoted to human resource management. SHRM® educational programs are developed according to the highest quality standards and are regularly updated to reflect changes in legislation and HR polices.

SHRM® ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

March 22 & 23, 2012

8:00 am - 4:30 pm * Instructor: Matt Oglesby, SPHR

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

Price: \$699; \$679 for SHRM® Members

Fee includes continental breakfast, textbook & certificate of attendance. Lunch is on your own.

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MEET YOUR INSTRUCTORS:

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 the Vice President of Human Resources. He has a broad range of experience, including almost 20 years of management experience and over 13 years of public speaking experience. He serves as the President 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. In addition, he teaches several human resources classes for UNA's Continuing Studies and Outreach.

Non-credit courses are subject to cancellation if there is insufficient enrollment. In the event a course is cancelled, a registrant has the option of applying the fees paid to another course or receiving a complete refund.

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