



## Spring 2018 SHRM- Essentials of Human Resources

### Gain HR skills to face today's HR issues

The SHRM Essentials® of HR Management is an introductory course offering a complete overview of human resource roles and responsibilities. If you are just starting out in the profession, or are looking for an effective way to boost your employee management skills, this is the program for you!

*This course can provide exceptional benefits because it:*

- Reduces company's risk of potential high-cost litigation.
- Promotes a consistent understanding of the HR function to non-HR management.
- Offers professional development for divisional or departmental supervisors to ensure HR compliance.
- Develops a common dictionary of HR terms for the entire organization.
- Covers real-life HR issues and current, vital topics including: employment law; selecting qualified employees; compensation; orientation and training; and the performance management process.

**LOCATION:** Butler Community College - Andover

**DATE/TIME:** Thursdays, April 5 - May 3, 2018 from 5:30p-8:30p

**INSTRUCTOR:** Mona Martin

**INVESTMENT:** \$469

***Distance learning option available!***

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### Who can benefit from the SHRM Essentials of Human Resources course?

Designed as a thorough introduction to HR basics, the SHRM Essentials of Human Resources course provides a solid foundation in human resource management and is effective training across multiple job responsibilities and career paths.

- New/junior HR practitioners
- Small business owners & office managers
- New/experienced managers
- Job Seekers

#### Register at:

[https://secure.touchnet.com/C20469\\_ustores/web/product\\_detail.jsp?PRODUCTID=27](https://secure.touchnet.com/C20469_ustores/web/product_detail.jsp?PRODUCTID=27)

or call BETA at  
316-218-6118.