

CERTIFICATE IN HUMAN RESOURCES



This in-depth program is ideal for the Human Resource or business professional seeking to develop or expand their knowledge base for either their current job role, to prepare for newly acquired responsibilities or to explore a new career in Human Resources. Through interactive exercises and case studies, the comprehensive workshops offer participants opportunities to gain confidence as well as knowledge in all functional areas of HR for successful on the job performance.



To register, call: (201) 447-7488 • www.bergen.edu/continuinged

HUMAN RESOURCES

Certificate in Human Resources Management Development Program Overview

Whether setting out on a new career path, or a current HR professional looking to expand your knowledge in the new business environment, this program is designed to help develop the knowledge, methods, and skills necessary to meet the challenges of today's changing workplace and workforce. These highly interactive, business focused and practitioner-driven workshops will offer real world examples and application, as well as guest experts in the field.

These workshops are intended to share current approaches to managing and developing and implementing strategy, and leading winning teams. Whether new to Human Resources, or refreshing skills gained over time, you will be better prepared to face the challenges in today's corporations, government agencies, nonprofit organizations, and small businesses.

In order to receive a Certificate of Completion, students must successfully complete all six core workshops.

1. Benefits
2. Staffing Management
3. Compensation
4. Performance Management
5. Employment Law
6. Organizational & Employee Development

Core Workshops: Offered Spring 2012

Instructor: Barbaba Toscano

BI 665 Benefits

3 sessions; \$200

001, Tues.; February 21-March 6, 2012

Hours: 6:30-8:30 p.m.

Location: TBA

Benefits are those various forms of indirect employee compensation that employers use to attract, recognize and retain employees. Covered topics include paid leave, insurance, retirement income and various employee services, as well as benefits mandated by federal, state or local laws and regulations.

BI 660 Staffing Management

3 sessions; \$200

001, Thu.; February 23-March 8, 2012

Hours: 6:30-8:30 p.m.

Location: TBA

Staffing Management deals with strategies, tactics, and processes for identifying, recruiting and retaining the human resources needed to support all business activities. Topics include sourcing, recruiting, hiring, orienting, and retaining talent, succession planning and organizational exit.

BI 666 Compensation

3 sessions; \$200

001, Tues.; March 13-April 3, 2012

(no class 3/20)

Hours: 6:30-8:30 p.m.

Location: TBA

Compensation, the various forms of direct compensation – employee pay – that which employers use to attract, recognize, and retain workers. Topics include variable pay, long and short-term incentives, cash bonuses, stock awards, promotions and pay increases.

BI 661 Performance Management

3 sessions; \$200

001, Thur.; March 15-April 5, 2012

(no class 3/22)

Hours: 6:30-8:30 p.m.

Location: TBA

Performance Management is the activity (improvement strategy) that ensures goals are consistently being met in an effective and efficient manner – performance of the organization, a department, and employee, or the process of building a product or service – which apply wherever people interact – schools, places of worship, community, sports teams, healthcare settings, government agencies, etc. Topics include position descriptions, performance development, training, performance appraisals, and coaching for improved performance.

HUMAN RESOURCES

BI 569 Employment Law

3 sessions; \$200

001, Tues.; April 24–May 8, 2012

Hours: 6:30-8:30 p.m.

Location: TBA

Employment Law covers the laws, regulations, and assistance services (i.e. DOL, NLRB) that affect businesses and workers. Topics include wage and salary, health and safety, and nondiscrimination policies for businesses.

BI 667 Organizational & Employee Development

3 sessions; \$200

001; Th.; April 12–April 26, 2012

Hours: 6:30-8:30 p.m.

Location: TBA

Organization and people – functionally and structurally. Discussions will include the process of enhancing the effectiveness of an organization and the well being of its employees. Topics include coaching and training, succession planning, leadership and development.

Instructor Bio: Barbara Toscano is the Founder and Principal of Evolution, Inc., a company that provides leadership development and personal coaching to organizations and individuals. As a consultant with a leading global outplacement firm, she also works with professionals in career transition, facilitating seminars on such topics as resume development, networking and interview techniques, as well as providing one-on-one coaching. Barbara has over 20 years of corporate human resources experience, spanning several industries. She is an active member of the Meadowlands Chamber of Commerce, a Leadership Mentor for Gettysburg College Young Alumni, and a long-standing member of SHRM.



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