

Spring 2018

Sharpen fundamental HR skills to face today's HR issues with the SHRM Essentials® of Human Resources Course. Human resource issues impact every company in some way. That's why it's important to understand the fundamental issues surrounding HR today.

SHRM, the leading global HR professional organization, has developed the SHRM Essentials of Human Resources course which teaches the HR Knowledge, Skills and Competencies required for overall business success. Whether you are new to HR or if HR is one of many roles you fulfill at your company, this program, offered in partnership with SHRM, covers the key HR topics you need to know.

Why Essentials® of HR Management?

By covering a breadth of practical HR topics, the SHRM Essentials of Human Resources provides the knowledge to perform daily tasks. Through this course you will also:

- Review key pieces of federal legislation on sexual harassment, age discrimination and the Family and Medical Leave Act (FMLA).
- Gain insights into employee recruitment and selection while avoiding legal pitfalls.
- Enhance your skills related to total compensation systems, pay increases and incentives, and employee benefits.
- Increase your knowledge of employee orientation, onboarding, professional development, and training.

Small investment in quality training, big payback

Backed by SHRM's track record of providing quality HR training, the SHRM Essentials of Human Resources course covers the topics you need to meet key HR challenges that are relevant to you and your company. In less than 20 hours of training time, you can cover the issues you need to reduce potentially costly lawsuits.

Developed by leading HR experts, HR practitioners, and legal counsel, the SHRM Essentials of Human Resources course covers introductory HR topics in a condensed, easy-to-understand format. The straightforward format ensures that HR concepts can be mastered and applied to real-life situations.

The program provides opportunities to practice newly acquired HR skills from case study exercises threaded throughout the program and through interaction between peers and the instructor during training, prior to job placement.

Who Can Benefit from this Course?

- Designed as a thorough introduction to HR basics, the SHRM Essentials of Human Resources course provides a solid foundation in human resource management that improves HR job performance across multiple job titles and functions.
- 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 new career option or want to have HR as a skill for future positions.

Instructor Profile

Nicholas Mauro, SHRM-CP, is the Senior HR Generalist at Marist College with more than 10 years of generalist experience including talent acquisition, training, organizational development and HR program implementation across multiple industries. Nick has a Master's Degree in Public Administration in Ethical Leadership from Marist College and coursework in talent acquisition and developing top talent from Harvard University.



Essentials® of Human Resources

Marist College • 3399 North Road • Poughkeepsie, New York 12601

Registration for Essentials® Human Resource Management
(If registering more than one person, please duplicate this form.)

Name: _____ E-mail Address: _____

Home Address: _____ Evening Phone: _____

City/State/Zip: _____ SHRM Member? ☐ Y ☐ N Member # _____

Employer: _____ Title: _____

Business Address: _____ Day Phone: _____

City/State/Zip: _____

How many years have you worked in human resource management exempt positions? _____

Do you have a degree? ☐ No ☐ Yes...What degree level? _____

Payment Method:

☐ Check enclosed (Payable to Marist College) Check # _____

☐ Bill my organization at address shown above (Authorization letter must accompany registration)

Course Schedule Spring 2018:

Marist College

Wednesdays, April 4 to May 2, 2018

(5 sessions) 6:30 p.m. to 9:30 p.m.

Lowell Thomas, room 016

3399 North Road, Poughkeepsie, NY 12601

For directions see: <https://www.marist.edu/about/visit/html>

Course Tuition and Fee:

Tuition: \$600.

The above includes a \$25 non-refundable registration fee and the SHRM Essentials of HR Management manual consisting of six modules, glossary, and index as well as the Participant's Activities Book, online learning tools and 15 hours of classroom instruction.

No refunds will be given after the course begins

Most companies pay for this course through tuition assistance or professional development budgets. Ask your employer if you qualify.

Registration:

Register by email, mail or in person. Please provide course name and method of payment. Visa, Mastercard and Discover are accepted. Please make personal and business checks payable to Marist College.

By email: SPPNonCredit@marist.edu

By mail: Marist SPP SHRM LT107

3399 North Road, Poughkeepsie, NY 12601

In Person: Lowell Thomas room 107

Class size is limited, register now.

Questions? Call 845 575 3202

Payment is due at registration.

Marist College School of Professional Programs

The School of Professional Programs offers many programs, including but not limited to:

- ABA Approved Paralegal Program
- Online & Onground B.A. Degree Completion Program
- Organizational Leadership and Communication Accelerated Bachelor's Degree Completion Program.

Enhance your HR Professional Credentials!