



Center
for
Lifelong
Learning

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Fundamentals of Human Resources

Course objective: Gain skills to develop a human resources plan based on organizational needs. Understand key aspects of staffing, training, and compensation practices.

Your company will benefit when:

- ◆ Managers recruit, hire, and keep the most talented employees
- ◆ Managers write job descriptions and specifications and develop competitive salary and benefits packages

This course is a comprehensive guide on virtually every aspect of human resources management. It will enable employees to develop an effective human resources plan based on the needs of your organization.

Participants will learn how to:

- ◆ Recruit, select, interview, and hire more qualified employees in full compliance with federal and state laws
- ◆ Perform job analyses and prepare job descriptions that lay the groundwork for hiring and evaluating employees, using sample job descriptions and performance appraisal forms
- ◆ Develop a cost-effective, competitive compensation and benefits program that will substantially reduce employee turnover

Instructors: All instructors meet the College's instructor evaluation process.