

# HR Management

## Category and Courses Marketing Kit

Learn how to manage your most important resources.



# Contents

<b>I. Course Summary Descriptions</b> . . . . .	<b>1</b>
Certificate in Human Resource Management . . . . .	1
HR Ethics Certificate . . . . .	2
HR Hot Topics Bundle . . . . .	2
HR Management (ACE CREDIT®) . . . . .	3
Inc. Magazine: Building HR for Growth . . . . .	3
aPHR™ Exam Prep Course . . . . .	3
Building an Inclusive Organization . . . . .	4
Compensation and Benefits . . . . .	4
Cybersecurity for Human Resources Professionals . . . . .	4
Data and Human Resource Management . . . . .	5
Employee Rights . . . . .	5
Employee Safety . . . . .	5
Employee Selection . . . . .	6
Equal Employment Opportunity . . . . .	6
Hiring, Managing, and Developing Talent . . . . .	6
HR Ethics Series: Building an Ethical Organization . . . . .	7
HR Ethics Series: Capitalism, Inequality, and Justice . . . . .	7
HR Ethics Series: Common Ethical Challenges . . . . .	7
HR Ethics Series: Corporations and Corporate Social Responsibility . . . . .	8
HR Ethics Series: Defining Business Ethics . . . . .	8
HR Ethics Series: Ethical Decision Making . . . . .	8
HR Ethics Series: Globalization and Ethics . . . . .	9
HR Ethics Series: Issues in the Workplace . . . . .	9
HR Ethics Series: Leadership and Organizational Ethics . . . . .	9
HR Ethics Series: Theories of Ethics . . . . .	10
HR Hot Topic: Buzzworthy Benefits . . . . .	10
HR Hot Topic: Diversity and Inclusion in the Workplace . . . . .	10

# Contents (Continued)

HR Hot Topic: Employee Classification . . . . .	11
HR Hot Topic: Flexible Work Arrangements . . . . .	11
HR Hot Topic: Handling Workplace Violence . . . . .	11
HR Hot Topic: Marijuana and the Workplace . . . . .	12
HR Hot Topic: Pay Equity. . . . .	12
HR Hot Topic: Promoting Employee Well-being. . . . .	12
HR Hot Topic: Recruiting Multi-generational Employees . . . . .	13
HR Hot Topic: The Future of Work . . . . .	13
HR in Times of Crisis . . . . .	13
HR Tools for Engaging Top Performers . . . . .	14
Introduction to Human Resource Management . . . . .	14
Performance Management. . . . .	14
PHR® Exam Prep Course . . . . .	15
SPHR® Exam Prep Course . . . . .	15
Talent Management and Career Development . . . . .	15
<b>II. Testimonials . . . . .</b>	<b>16</b>

# I. Course Summary Descriptions

## HR Management

HR is both the glue that holds a business together and the grease that keeps its gears turning smoothly. It is the management of people; caring for their health and safety, managing their financial investment in the company, and fostering their growth within the organization and beyond. MindEdge's HR certificate and coursework will give you a well-rounded foundation in the human resource management sector to keep your organization's most valuable assets—its people—working as smoothly as you do.

---

## Certificate in Human Resource Management

An effective human resource management strategy is a valuable asset to any company, but those running small businesses often cannot justify designating a full-time HR professional to manage employee relations, compensation, policy-making, performance management, and employee appraisals. This suite of courses will teach you the basics of managing the benefits and policies that support an effective staff. What does an employer need to know about anti-discrimination regulations? What are the key aspects of pay policies? How can employers avoid the traps of the employee selection process? In this suite of courses, you will discover the answers to these and other important questions. Each 3 to 5 hour, self-paced course offers an assortment of interactive exercises, videos, selected readings, case studies, and self-assessments that will engage you and structure your learning about human resource management. Upon successful completion, you can download a printable certificate of completion for this online course suite. This certificate has no textbooks or prerequisites.

**Learner Satisfaction: 99%**

**Estimated length: 21 hours**

**Access Time: 365 days**

**Credits: 2.1 CEUs**

## HR Ethics Certificate

Human resources professionals are charged with supporting the success of their organizations in ways that are ethical and socially responsible. Ethical organizations must consider questions about what is right and fair in all decision-making processes. Because HR professionals are involved in designing and enforcing policies that impact the people who work in an organization, they play an especially powerful role in shaping the ethical culture. Each of these 1.5-hour courses explores the relationship between human resources and creating an ethical workplace. While some delve into theoretical and philosophical questions about how we can know what is right and wrong, others focus on applying theory to practice in an organizational setting. After completing the courses in this certificate, the learner will be prepared to play an essential role in shaping the ethical culture in their workplace. Each self-paced course features an assortment of interactive exercises, videos, case studies, and assessments.

**Learner Satisfaction: 98%**

**Estimated length: 15 hours**

**Access Time: 365 days**

**Credits: 1.5 CEUs**

## HR Hot Topics Bundle

To keep pace with changing business environments, new technologies, and current employee needs, human resources professionals must have a thorough understanding of the topics and issues shaping today's workplace. This series of courses addresses a range of key issues, "hot topics," and trends, including in-demand benefits, flexible work arrangements, and inclusive workspaces.

Creating a safe, collaborative workplace where employees feel welcome and supported requires human resources professionals to face some difficult issues and challenges. In this bundle of courses, you'll learn about current issues your employees may be facing and best practices for promoting employee well-being. With a deeper understanding of potential issues that may arise, you'll be better equipped to provide guidance, policies, and resources to help employees thrive.

**Learner Satisfaction: 99%**

**Estimated length: 15 hours**

**Access Time: 365 days**

**Credits: 1.5 CEUs**

## HR Management (ACE CREDIT®)

This online course introduces learners to the basics of human resources management. Throughout seven segments, learners will explore the core goals and strategies of the HR function, examine best practices for employee selection and development, develop an understanding of compensation structures, and consider both the value of workforce diversity and laws relevant to its pursuit.

The self-paced course offers an assortment of interactive exercises, videos, selected readings, case studies, and self-assessments that engage students and provide opportunities to practice HR management skills.

**Learner Satisfaction: 99%**  
**Estimated length: 24 hours**  
**Access Time: 365 days**  
**Credits: 2.1 CEUs**

## Inc. Magazine: Building HR for Growth

An organization's success relies heavily on the team members who contribute to its mission. To build a culture and work environment where employees can thrive, organizations must be thoughtful and intentional about how they attract, hire, retain, and develop their employees. The courses included in this bundle address each one of these crucial HR activities and cover best practices and practical skills and strategies that business leaders, HR professionals, managers, and employees can use to grow their organizations and encourage a positive work culture. Courses in this bundle offer real-world examples, how-to lists and advice, industry spotlights, videos from industry-leading practitioners, interactive games, and review questions to ensure mastery of the material.

**Learner Satisfaction: 100%**  
**Estimated length: 12 hours**  
**Access Time: 360 days**  
**Credits: 1.2 CEUs**

## aPHR™ Exam Prep Course

This completely online and self-paced, six-module Human Resources management course provides comprehensive preparation for the Associate Professional in Human Resources (aPHR™) certification exam. The course includes exam-taking tips, a detailed diagnostic test, practice questions at the end of each module, and a full-length, 125-question practice exam. Over 300 practice questions address the six knowledge areas covered in the aPHR™ exam.

**Learner Satisfaction: 97%**  
**Estimated length: 25 hours**  
**Access Time: 180 days**  
**Credits: 2.5 CEUs**

# Building an Inclusive Organization

Learn how to create an inclusive work culture, prioritize diversity, and build an inclusive workspace, both in person and in remote work settings. In this course, you'll examine how to address cognitive bias and unconscious bias in recruiting, hiring, retaining, and developing a workforce. This course will also provide tools for being an inclusive leader and demonstrate the important role this serves in creating and building an inclusive organization.

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

# Compensation and Benefits

Understanding compensation practices and policies is crucial for any business owner, HR professional, or manager. In this introductory-level course, you will consider issues surrounding the key aspects of pay policy: legal requirements, pay equity within an organization, competitive pay within the relevant industry, how and when to grant raises, and different ways payment can be structured. Earn SHRM and HRCI credit as you develop your compensation expertise.

**Learner Satisfaction: 99%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

# Cybersecurity for Human Resources Professionals

This course introduces cybersecurity concepts to those who work in the field of human resources. Particular focus is placed on working in conjunction with more technical departments in delivering to employees effective training and policies regarding corporate security. The course also engages learners on security concerns specific to the type of data handled by human resources departments.

**Learner Satisfaction: 92%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

# Data and Human Resource Management

Big data and data analytics are changing how businesses run and managers do their jobs. In this course, you will explore how human resource managers use data to provide better support to the employees they manage and to contribute to the strategic practices of their organizations. You will learn about different kinds of data and analyses, and you will consider how data collection and organization may factor into problem-solving processes. We will also review issues pertaining to data collection and employee privacy and confidentiality.

**Learner Satisfaction: 98%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

## Employee Rights

From establishing an ethics code to handling disciplinary issues, human resource managers play a key role in protecting the rights of employees by ensuring they are treated fairly, and that appropriate laws and policies are enforced. In this course, you will learn about issues relating to employee rights in the workplace. We'll consider the relationship between HR and ethics, employment laws that protect the rights of workers, and appropriate procedures for disciplining and terminating employees. The second half of the course will focus on unions and labor relations.

**Learner Satisfaction: 99%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

## Employee Safety

The safety of employees should be a primary concern for employers. Human resource managers play a crucial role in ensuring workplaces are not only as safe as possible, but also in compliance with safety-related rules and guidelines. This course introduces various workplace hazards and health issues and explores the relationship between employers and the Occupational Safety and Health Administration (OSHA).

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**



# Employee Selection

Hiring the right staff for the job can be make or break. In this introductory-level course, you will learn about the process of selecting the best candidate from a large, diverse pool of high-quality applicants. Based on D. Quinn Mills' book, Principles of Human Resource Management, the course discusses how to conduct an effective job interview, asking questions that elicit relevant information, and avoiding questions that might be seen as discriminatory. You will also consider how to discover more about a candidate through the use of reference checks, background checks, and testing. Earn SHRM and HRCI credit as you develop your understanding of this critical human resources element.

**Learner Satisfaction: 99%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

# Equal Employment Opportunity

Equal Employment Opportunity is an important concept for HR managers, employees, and job applicants to understand. In this introductory-level course, you will learn about many of the major employment laws, Equal Opportunity issues, and the anti-discriminatory regulations employers must be aware of in hiring, promoting, and firing employees. Earn SHRM and HRCI credit while learning about this important topic in human resources management.

**Learner Satisfaction: 99%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

# Hiring, Managing, and Developing Talent

This completely online and self-paced one-module course utilizes Inc. Magazine's prize-winning editorial content to introduce basic concepts of human resources management, including recruiting; onboarding; talent development; and company culture. The focus is on providing practical, hands-on advice to entrepreneurs and small-business people, including video segments with analysis and commentary from industry-leading practitioners and subject matter experts. The course also offers real-world examples, how-to lists and advice, interactive games, and review questions to ensure mastery of the material.

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

## HR Ethics Series: Building an Ethical Organization

Why do ethical people commit unethical acts? While individual morality certainly plays some role in ethical decision-making, the whole is larger than the sum of its parts. Corporate culture is integral to inspiring the best from employees and identifying any ethical problems immediately. HR professionals are critical for building and maintaining an ethical organization, as they are responsible for advertising jobs, screening applicants, and onboarding, training, and monitoring employees. This course lays out the components of an ethical organization with special attention on how HR facilitates the process of building and maintaining an ethical corporate culture.

**Learner Satisfaction: 98%**

**Estimated length: 1.5 hours**

**Access Time: 90 days**

**Credits: 0.15 CEUs**

## HR Ethics Series: Capitalism, Inequality, and Justice

Because it is the driving force behind economic organizations worldwide, capitalism is a term that business leaders, executives, and employees should know well. Another reason to know this term well: it is at the center of much debate and controversy. At the same time that capitalism is praised for its ability to stimulate innovation and spur economic growth, it is criticized for its contribution to inequality and injustice around the world. This course will explore the topic of capitalism and its relationship to ethics, justice, and inequality.

**Learner Satisfaction: 97%**

**Estimated length: 1.5 hours**

**Access Time: 90 days**

**Credits: 0.15 CEUs**

## HR Ethics Series: Common Ethical Challenges

There are certain ethical challenges that employees and organizations are likely to face. Many of these challenges arise due to the commercial nature of business. Business owners and leaders are interested in generating a profit and accruing assets, and because of this, morally troubling situations can be difficult to identify, evaluate, and navigate clearly. This course examines ethical challenges that companies and organizations may encounter and steps for how to address them. While all members of an organization are responsible for promoting and preserving an ethical culture within the organization, this course pays special attention to the role that human resources professionals play in mitigating ethical challenges.

**Learner Satisfaction: 99%**

**Estimated length: 1.5 hours**

**Access Time: 90 days**

**Credits: 0.15 CEUs**

# HR Ethics Series: Corporations and Corporate Social Responsibility

Corporations have a fiduciary responsibility to produce profits for shareholders, but people increasingly believe that corporations have other responsibilities as well. Corporate social responsibility (CSR) recognizes the company's duty to its community, customers, and the environment as well as to shareholder value. This course defines corporations and discusses CSR best practices and important laws, such as the Sarbanes-Oxley Act and the U.S. Foreign Corrupt Practices Act, that constrain some unethical business practices. The course focuses on how the HR department can best support CSR and sustainability.

**Learner Satisfaction: 96%**

**Estimated length: 1.5 hours**

**Access Time: 90 days**

**Credits: 0.15 CEUs**

## HR Ethics Series: Defining Business Ethics

This course provides an introduction to business ethics, laying a foundation for how the study of right and wrong can (and should) shape the way organizations conduct business. While everyone within an organization is responsible for upholding high ethical standards, this course will focus specifically on the role that human resources professionals play in establishing and maintaining an ethical culture within an organization. The course addresses the importance of a code of conduct and professional and legal standards within the business organization. It lays out different ethical systems and how they provide frameworks for making ethical decisions.

**Learner Satisfaction: 99%**

**Estimated length: 1.5 hours**

**Access Time: 90 days**

**Credits: 0.15 CEUs**

## HR Ethics Series: Ethical Decision Making

Business leaders, managers, and staff at all levels of an organization will face decisions in their pursuit of moving the business forward—however, some decisions may be easier to navigate than others. When faced with a situation where no clear answer rings out, how do you decide on the best course of action? This course introduces learners to the principles and processes involved in making ethical decisions—that is, making decisions that are based on close examination of different ethical frameworks, the notion of right and wrong, and moral standards. This course pays special attention to situations within the realm of human resources, where upholding an ethical approach to decision making is crucial.

**Learner Satisfaction: 98%**

**Estimated length: 1.5 hours**

**Access Time: 90 days**

**Credits: 0.15 CEUs**

## HR Ethics Series: Globalization and Ethics

Due in large part to advancements in technology, transportation, and trade, businesses now operate in an ever-expanding global economy, where communities and countries rely on one another to buy and sell needed goods and services. While many believe that globalization produces more opportunities for businesses to expand, grow, and profit, others have witnessed tremendous inequalities, harsh working conditions, and the environmental impact of globalization. This course examines the qualities of globalization and the issues and ethical challenges that can arise when businesses and organizations participate in the global economy.

**Learner Satisfaction: 100%**  
**Estimated length: 1.5 hours**  
**Access Time: 90 days**  
**Credits: 0.15 CEUs**

## HR Ethics Series: Issues in the Workplace

Among the more important ethical obligations of organizations are those that involve the health, safety, and fair treatment of employees. Employers have a moral and ethical obligation to protect employees against discrimination, harassment, and harm. This course reviews common workplace issues and strategies for how to address them. Because human resources professionals play a crucial role in supporting employee well-being, this course pays special attention to the role of HR in preventing and resolving issues in the workplace.

**Learner Satisfaction: 99%**  
**Estimated length: 1.5 hours**  
**Access Time: 90 days**  
**Credits: 0.15 CEUs**

## HR Ethics Series: Leadership and Organizational Ethics

Everyone knows that leadership is important in business ethics, but what kind of characteristics does an effective ethical leader have? How should an ethical leader deal with a crisis? Through business scenarios and real-world examples, this course addresses how leaders build ethical organizations. It addresses leadership by example and the practices leaders institute in the organization, including how leaders can effectively deal with a crisis or an ethical lapse.

**Learner Satisfaction: 99%**  
**Estimated length: 1.5 hours**  
**Access Time: 90 days**  
**Credits: 0.15 CEUs**

## HR Ethics Series: Theories of Ethics

Ethical dilemmas confront those in business with the fundamental question: “What’s the right thing to do?” But the “right” thing is often difficult to determine and an unexamined patchwork of ideas inform the decision. In order to better understand how to judge right and wrong, this course introduces some foundational ethical systems and explores their implications for business decisions, with a particular focus on the role human resource professionals have in safeguarding ethics in a business environment. Should a business focus on following the rules or on the effects the decision will have? Can self-interest play a role in making an ethical decision? This course presents the ethical theories of utilitarianism, ethical relativism, egoism, and Kantian ethics. It also explores the role religion plays in the development of ethical systems.

**Learner Satisfaction: 96%**

**Estimated length: 1.5 hours**

**Access Time: 90 days**

**Credits: 0.15 CEUs**

## HR Hot Topic: Buzzworthy Benefits

Employers are looking for ways to attract and retain top employees. Employees are seeking working conditions that reflect their needs and wants. By offering the right employee benefits, both employers and employees can reach their goals. In this course, you will learn about increasingly popular employee benefits, including paid leave for new parents, student loan assistance programs, and employer-sponsored volunteerism policies.

**Learner Satisfaction: 91%**

**Estimated length: 1.5 hours**

**Access Time: 90 days**

**Credits: 0.15 CEUs**

## HR Hot Topic: Diversity and Inclusion in the Workplace

While diversity and inclusion are popular topics in the media and for many progressive organizations, the concepts of diversity and inclusion can be slippery and elusive. What are diversity and inclusion? How are they related to each other? How do you know if your organization is diverse and practices inclusivity? What diversity and inclusion initiatives produce measurable results? In this course, you will examine the concepts of diversity and inclusion and will gain the tools necessary to support an inclusive workplace.

**Learner Satisfaction: 100%**

**Estimated length: 1.5 hours**

**Access Time: 90 days**

**Credits: 0.15 CEUs**

## HR Hot Topic: Employee Classification

Successful businesses and organizations rely on workers to perform daily tasks and to keep things running smoothly. Regardless of size, mission, or product, all organizations must determine which roles and responsibilities are necessary to meet business needs. Human resources professionals play a key role in helping organizations assess the number of workers needed, the duties and responsibilities associated with specific roles, and whether or not to hire employees or independent contractors to perform specific tasks. This course provides HR professionals with an overview of different employee classification types, important regulations related to employee classification, and action steps for maintaining compliance.

**Learner Satisfaction: 100%**  
**Estimated length: 1.5 hours**  
**Access Time: 90 days**  
**Credits: 0.15 CEUs**

## HR Hot Topic: Flexible Work Arrangements

We live in a time where “alternative” work arrangements are becoming more and more the norm. Especially in the wake of the COVID-19 pandemic, companies are exploring new ways of working and are seeing the benefits of greater adaptability as circumstances continue to change and evolve. Both employers and employees can benefit from flexible work arrangements, but offering greater flexibility is not without risk. In this course, you will explore flexible work arrangements, including remote work, flextime, job sharing, compressed workweeks, contracting, gig work, and permanent part-time positions. You will also learn how these flexible work arrangements affect both the business objectives of an organization and the work-life balance of employees.

**Learner Satisfaction: 98%**  
**Estimated length: 1.5 hours**  
**Access Time: 90 days**  
**Credits: 0.15 CEUs**

## HR Hot Topic: Handling Workplace Violence

Conflict is inevitable in every workplace environment but can typically be resolved with strong leadership and interpersonal communication skills. However, there are times when conflict escalates to a level that puts a worker’s well-being or safety at risk. Such dangerous conflict can have devastating effects on an organization, dissolving its focus and resources and even causing it to shut down operations completely. This course will explore the causes and signs of violence in the workplace and will provide tips on how to diffuse dangerous behavior and restore a positive, safe workplace environment.

**Learner Satisfaction: 100%**  
**Estimated length: 1.5 hours**  
**Access Time: 90 days**  
**Credits: 0.15 CEUs**

## HR Hot Topic: Marijuana and the Workplace

Medical marijuana is legal in more than half the states and the District of Columbia (D.C.), and the recreational use of marijuana is legal in many. Yet, federal law still identifies marijuana as an illegal drug. In this course, you will learn about the importance of creating and communicating clear workplace policies that address employee drug use. You will also learn to identify signs that an employee might be impaired and how to address those concerns when they come up. You will have the opportunity to explore the legal status of marijuana in your state.

**Learner Satisfaction: 100%**  
**Estimated length: 1.5 hours**  
**Access Time: 90 days**  
**Credits: 0.15 CEUs**

## HR Hot Topic: Pay Equity

The Equal Pay Act was passed in 1963, yet a 2020 report by hired.com found that 63 percent of men receive higher salaries than women performing the same job. In this course, you will explore the importance of developing workplace policies that address unfair gaps in employee pay. You will learn about tools that can help inform those policies—like survey and pay audits—and best practices for their implementation. This course presents federal and state legislation on pay equity, and it provides an opportunity for you to explore your state’s laws and how they impact your workplace.

**Learner Satisfaction: 100%**  
**Estimated length: 1.5 hours**  
**Access Time: 90 days**  
**Credits: 0.15 CEUs**

## HR Hot Topic: Promoting Employee Well-being

Promoting employee well-being is essential for a healthy organization. While this may seem obvious, it can easily be overlooked in an effort to meet other organizational goals. In this course, you will learn what it means to develop a working environment that prioritizes employee health, happiness, and comfort. You will explore various techniques for creating a positive workplace culture and identify common stressors that may threaten employee well-being. You will also learn about the effects employee well-being has on a company’s financial success and productivity.

**Learner Satisfaction: 100%**  
**Estimated length: 1.5 hours**  
**Access Time: 90 days**  
**Credits: 0.15 CEUs**

## HR Hot Topic: Recruiting Multi-generational Employees

Recruiting multi-generational employees is crucial in a world where more individuals are putting off retirement and making later-in-life career changes. While the benefits of a multi-generational workforce may seem obvious, they can easily be overlooked in an effort to meet other organizational goals. In this course, you will learn the differences between current generations that are working together. You will explore various considerations for attracting, recruiting, and retaining an age-diverse workforce. You will also learn how age-diversity can influence a company's success, innovation, and productivity.

**Learner Satisfaction: 98%**

**Estimated length: 1.5 hours**

**Access Time: 90 days**

**Credits: 0.15 CEUs**

## HR Hot Topic: The Future of Work

What will the future workspace look like? What are the "typical jobs" of tomorrow? How many hours a week will employees work? How will culture and technology affect the future of work? The answers to these questions are based on events, innovation, employer motivation, and the needs, preferences, and composition of the workforce. This course explores the future of work in the context of COVID-19, automation, artificial intelligence (AI), business sustainability, multi-generational workforces, different business models, increasing demand for flexible work arrangements, an evolving organizational culture, and a need for expanded accessibility.

**Learner Satisfaction: 95%**

**Estimated length: 1.5 hours**

**Access Time: 90 days**

**Credits: 0.15 CEUs**

## HR in Times of Crisis

When faced with a crisis, such as a natural disaster, terrorist attack, or pandemic disease, organizations must consider the safety and wellbeing of their employees. Learn how businesses respond before, during, and after crises and the critical role that human resource (HR) professionals play in this process. Explore both short-term and long-term responses, including management reorganizations and protocols for employees in essential and nonessential industries. This course also examines how effective communication strategies, health and wellness programs, insurance options, and government actions help businesses respond to and recover from crises.

**Learner Satisfaction: 99%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**



# HR Tools for Engaging Top Performers

Learn how to attract, retain, and develop top talent using recruitment strategies, branding, and data analytics. Explain the roles of corporate culture, compensation and benefits packages, flexible work arrangements, professional development, and employee engagement in creating and maintaining a workforce of top performers. In this course, you'll explore current workplace trends and examine how major crises, like the COVID-19 pandemic, affect hiring, retaining, and developing talent.

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

## Introduction to Human Resource Management

Human resource management includes the vital tasks of recruiting, screening, interviewing, training, appraising, disciplining, rewarding, and developing the employee--both for business and nonprofit enterprises. Since all managers have HR responsibilities, it is important that they have an understanding of the key concepts of this increasingly important function, especially since many decisions they make about employees have possible legal ramifications. This introductory-level course draws on material from Harvard Business School professor D. Quinn Mills' book, *Principles of Human Resource Management*.

**Learner Satisfaction: 99%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

## Performance Management

In its broadest sense, "performance management" is what every good manager does every day: makes sure employees know what they need to do to achieve the organization's goals, checks to make sure the employees are doing those things, praises employees for doing the right things, and uses constructive criticism when that is not the case. A formal performance management system simply makes sure all those management tasks get done consistently across an organization. This introductory-level course considers these varied elements of performance management. Earn SHRM and HRCI credit while mastering these important elements of human resource management.

**Learner Satisfaction: 99%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

## PHR® Exam Prep Course

This completely online and self-paced, six-module Human Resources management course provides comprehensive preparation for the Professional in Human Resources (PHR®) certification exam. The course includes exam-taking tips, a detailed diagnostic test, practice questions at the end of each module, and a full-length, 175-question practice exam. A total of 365 practice questions address the six knowledge areas covered in the PHR® exam.

**Learner Satisfaction: 89%**

**Estimated length: 25 hours**

**Access Time: 180 days**

**Credits: 2.5 CEUs**

## SPHR® Exam Prep Course

This completely online and self-paced, five-module Human Resources management course provides comprehensive preparation for the Senior Professional in Human Resources (SPHR®) certification exam. The course includes exam-taking tips, a detailed diagnostic test, practice questions at the end of each module, and a full-length, 175-question practice exam. A total of 350 practice questions address the five knowledge areas covered in the SPHR® exam.

**Learner Satisfaction: 96%**

**Estimated length: 25 hours**

**Access Time: 180 days**

**Credits: 2.5 CEUs**

## Talent Management and Career Development

Drawing on material from Harvard Business School professor D. Quinn Mills' book, Principles of Human Resource Management, this introductory-level course covers the challenges and issues that organizations face in developing and retaining their employees.

**Learner Satisfaction: 99%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

## II. Testimonials

The following testimonials are provided by learners that have completed courses in the HR Management suite.

### **Hiring, Managing, and Developing Talent**

*"Great course!"*