

HUMAN RESOURCES MANAGEMENT

BUSC 2037 Employee Relations

Learn to assess your company's climate and develop strategies to deal with issues that fuel employee unrest and employment litigation. Upon completion of this workshop, participants will improve their skills to:

- review policies and procedures, hiring, management, communication and other areas that impact employee relations
- determine methods for increasing employee motivation and trust
- discuss change management and how to lessen the impact of change on your organization

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

73230	F	Oct 9	9:00 AM – 4:00 PM	Featherstone, F113
73234	W	Dec 9	9:00 AM – 4:00 PM	North Run, 134

BUSC 2211 Performance Management

This workshop includes practical information on both the development and implementation of a performance management system. Upon completion of this workshop, participants will improve their skills to:

- write effective performance objectives
- review the pros and cons of different performance management methodologies
- practice coaching, encouraging and confrontation skills
- discuss best practices for the formal appraisal process including documentation and the feedback meeting

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

73235	Th	Oct 8	9:00 AM – 4:00 PM	Featherstone, F113
23635	Th	Jan 21	9:00 AM – 4:00 PM	North Run, 134

BUSC 2038 Compensation

Examine differences between traditional and contemporary pay plans. Discuss legal issues, benefits, executive compensation, bonuses, non-cash incentives and sales commission. Upon completion of this workshop, participants will improve their skills to:

- learn the differences between pay for skills and pay for performance plans
- practice developing wage scales and draw a wage curve
- practice knowledge through the use of case study

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

73237	Tu	Sep 22	9:00 AM – 4:00 PM	Featherstone, F113
73238	W	Dec 16	9:00 AM – 4:00 PM	North Run, 134

BUSC 2232 Employee Development and Training

Learn the importance of developing and training employees, managing the training function and linking training to shareholder value. Upon completion of this workshop, participants will improve their skills to:

- practice adult learning theories and methodologies
- transfer learning to the work environment
- evaluate training effectiveness
- create individual development plans

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

73239	Th	Oct 29	9:00 AM – 4:00 PM	Featherstone, F113
23636	W	Jan 13	9:00 AM – 4:00 PM	North Run, 134

BUSC 2036 Human Resources Compliance

This two-day workshop is a must for HR Professionals. You will learn HR practices that keep companies in compliance and out of court. Upon completion of this workshop, participants will improve their skills to:

- learn the five basics of HR compliance
- explore laws that impact your business including: ADA, FMLA, Workers' Compensation, FLSA, COBRA, ERISA, HIPAA and Title VII
- analyze the legal aspects of hiring, training, supervision, record keeping, discipline and terminations
- learn step-by-step procedures for investigating, counseling and documenting employee actions

Course Contact/Clock Hours - 12 hrs.

Fee: \$359

Textbook/materials included.

73243	TuW	Sep 15 – 16	9:00 AM – 4:00 PM	Featherstone, F113
73244	MTu	Nov 16 – 17	9:00 AM – 4:00 PM	North Run, 134

Meet the Instructor

Margaret "Polly" White

Polly White specializes in human resources and management services assisting companies in establishing legal and effect systems and in training employees and management to be more productive while maintaining effective relationships. Polly was previously employed as a human resources director for more than 10 years in three manufacturing and service firms in Richmond..

BA, Business Administration, Averett University
MA, Human Resources Development,
George Washington University
SPHR – Senior Professional Human Resources designation

BUSC 2276 Recruitment and Hiring

Follow the recruitment process from writing job descriptions to new employee orientation. Upon completion of this workshop, participants will improve their skills to:

- perform job analysis and develop legal job descriptions
- evaluate recruitment methods
- practice the how-to's of interviewing, developing questions and hiring criteria, documentation and recordkeeping
- develop orientation practices that increase retention

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

73245	W	Oct 21	9:00 AM – 4:00 PM	North Run, 134
73246	Th	Dec 10	9:00 AM – 4:00 PM	Featherstone, F113

Meet our Instructors

Carol Gardner

Carol Gardner offers more than fifteen years of successful experience in organization development and training. She has leveraged her skills in small and large organizations with both domestic and global reach. Her past experiences include banking and financial services, auto, health and travel insurance, manufacturing and state government.

Carol has been an educator at the university and secondary levels and her areas of expertise include succession planning, leadership/executive development, performance management, coaching, competency design and organization alignment. She has facilitated and led teams in strategic planning, merger integration and organizational re-engineering.

BS, Marketing Education, Virginia Tech
MS, Education, Old Dominion University
DDI Targeted Selection Certification
Myers Briggs Certification
PDI 360 Profile Certification
DDI Leadership Certification
SPHR Certification
Insights Discovery

BUSC 2262 Human Resources as a Strategic Partner

Human Resources has shifted from an administrative function to a strategic partner. This capstone class allows participants to use the information learned in previous workshops to develop a plan to show how HR adds value to the corporate bottom line. Upon completion of this workshop, participants will improve their skills to:

- learn to use metrics to measure the value of recruitment, training, performance management and compensation and other HR programs and initiatives
- practice skills through the use of case study

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

73248	Th	Nov 12	9:00 AM – 4:00 PM	North Run, 134
23637	M	Jan 25	9:00 AM – 4:00 PM	Featherstone, F113

BUSC 2433 Effective Succession Planning **NEW**

Have you been asked to identify who will lead your organization in the future? Do you have an effective succession planning process? Today, more than ever, organizations need to minimize their risks and plan for the future. Succession planning is a process that is used to identify the talent you will need to achieve your organization's strategy. This workshop will help you if you have been asked to lead or be a member of the succession planning process in your organization. During this course, participants will learn how to:

- create the most effective succession planning process for your organization
- identify the positions and talent required for the future
- define development options that meet your needs
- avoid the most common mistakes with succession planning

Course Contact/Clock Hours - 4 hrs.

Fee: \$119

Textbook/materials included.

74634	Th	Sep 3	9:00 AM – 1:00 PM	North Run, 134
74635	Tu	Oct 20	9:00 AM – 1:00 PM	Chester, B116