

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

## AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that—our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?  
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

**Need help?** Contact 1-877-566-9441 or visit [www.amanet.org/8506](http://www.amanet.org/8506)

# Fundamentals of Human Resources Management

**This intensive, hands-on seminar will give you a solid overview of all aspects of HR.**

Whether you're a recently appointed HR manager, are new to HR or have a non-HR job with HR responsibilities, this course can give you the know-how you need. Understand essential HR functions and learn to develop an action plan to put to work in your organization.

This comprehensive seminar delivers a clear-eyed analysis of HR's role in organizations now, and identifies future trends. . .from confronting issues of workplace harassment to recognizing compliance red flags. . .from preparing policies and procedures manuals to identifying the elements of effective performance management. . .from flexible benefits packages to cost-effective retention strategies, and more.

## How You Will Benefit

- Understand HR's role as a vital contributor to your organization's success
- Discover strategies to attract and retain top talent
- Examine best practices for managing performance and creating compensation, training and benefit systems that drive bottom-line results
- Identify and deal with potentially explosive issues with an eye to both legal requirements and the needs of your business
- Analyze HR issues and develop action plans you can implement in your organization
- See how HR and non-HR functions in every organization can create an effective, complementary work environment

## What You Will Cover

### The Changing Role of HR

- A useful historical review of personnel/HR
- HR's role in today's workplace and beyond
- HR as a strategic business partner
- Organizational and external trends and challenges

### The HR Function

- Key functional HR tasks in any organization
- HR functional responsibilities in small, midsized and large organizations
- How HR relates to non-HR functions

- HR, non-HR and shared employee-related functional activities
- HR trends and challenges

### **Legal Responsibilities**

- HR and managerial legal responsibilities
- Employment-related federal legislation
- Select legal terms and their impact
- Questions and categories to avoid during the employment process
- Workplace sexual harassment
- Legal trends and challenges

### **The Employment Process**

- Key issues of employment concern for HR practitioners
- Matching applicants with job requirements and responsibilities
- Selection criteria, questioning techniques and background research
- Orientation and assimilation
- Current employment-related trends and challenges
- Critical learning points

### **Information Processing**

- Employee handbooks
- Policies and procedures manuals
- Human Resources Information Systems (HRIS)
- Information processing trends and challenges
- Maximum HRIS utilization

### **Compensation**

- Characteristics of an effective compensation system
- Job evaluations
- Salary surveys
- Traditional and dynamic compensation programs
- Compensation trends and challenges

### **Performance Management**

- Objectives of performance management systems
- Coaching and counseling
- Performance management components and guidelines
- Respective roles among HR, managers and employees
- Performance management meetings: preparation, action plan, pitfalls
- Varied approaches to performance management
- Emerging performance management trends

### **Benefits**

- Mandated and voluntary benefits
- Typical/popular offerings
- Maintaining a cost-effective emphasis

- Current trends: rising costs, next generation, global impact, the next wave

## **Organizational and Employee Development**

- Respective responsibilities
- Types of employee training
- Career development
- Succession planning
- Employee retention strategies
- Trends and challenges in organizational and employee development

## **Final Activity**

- Putting it together: understanding and implementing your role in the organization; toward creating your action plan

## **Who Should Attend**

HR practitioners with less than three years' experience; non-HR practitioners with HR responsibilities; more experienced HR professionals seeking a fast-paced review of the role of HR in today's rapidly-evolving workplace.

## **Special Feature**

### **This is a Blended Learning Seminar**

AMA Blended Learning combines instructor-led training with online pre- and post-seminar assessments, tune-up courses and other resources to maximize your training goals. Through a blend of proven instructor-led seminars and powerful online technology, AMA Blended Learning provides a compelling and more comprehensive experience for the learner—producing a greater return-on-investment for the employer and the seminar participant.

## **Schedule**

- [3] days - \$2,345 Non Members
- [3] days - \$2,095 AMA Members
- [3] days - \$1,984 GSA

## **Credits**

18 PHR/1.8 CEU /18 SPHR  
21 CPE/18 PDCs

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