

Human Resource (California) Certificate Program Course Catalog

Introduction to the Human Resources (California) Certificate Program

This short introductory course will give you an overview of Employers Group's Human Resources Generalist Certificate Program, including what you must do in order to earn the Human Resources Generalist Certificate; descriptions of the eight courses in the program; and information about the free trial membership offered by Employers Group as part of your learning experience.

Introduction to Human Resources and the Generalist Role

This course provides an overview of the HR Generalist position. To illustrate just some of what an HR Generalist may have to deal with on a daily basis, the course includes four case studies that cover a broad range of issues including discipline, recruiting, termination, compensation and benefits, health and safety, training, record keeping, harassment, and leaves of absence... and that's just the beginning!

Learning Objectives:

- How the HR function has evolved
- The variety of roles and functions of HR in an organization
- How HR contributes to the goals of the organization
- Success factors for HR Generalists

Course Outline:

- Human Resources and the Generalist Position
- Case Study 1
- Case Study 2
- Case Study 3
- Case Study 4
- HR 101
- Essential HR Skills
- Essential Resources for HR

Employment Laws and Human Resources (California-oriented)

All Human Resource practitioners and professionals must have a fundamental understanding of Employment Law – how it works, the major laws, and what is applicable to an individual workplace. This course will give you an overview of the most important topics in labor law, many of which are covered in greater detail in other courses in this program.

Learning Objectives:

- Know where employment laws originate
- Understand how they apply to the world of HR and employment
- Understand the major Federal and California laws having to do with the way companies deal with their employees
- Understand the laws that govern how employees are paid
- Understand the laws that govern employees' guaranteed time off from work
- Understanding how to manage employee terminations in the safest manner.

Course Outline:

- Overview of Employment Law
- Immigration Issues
- Wage and Hour Law
- Benefits and COBRA
- Privacy Laws
- Discrimination and Harassment Laws
- Leaves of Absence
- Workers' Compensation
- Unemployment Insurance
- EEO-1 Report
- Hiring Right
- Drugs and Alcohol in the Workplace
- Terminations

California and Federal Terminations and Layoffs

This course will discuss various aspects of terminating employees. We will focus on using a proactive approach rather than a more costly reactive approach that usually requires the assistance of an attorney. The reactive approach results in poor decisions and ill-advised HR practices. The consequences are always costly and include claims, litigation and damage to the company's reputation. Good HR practices are proactive. This approach results in well-thought-out decisions that protect the company and support its goals.

Learning Objectives:

- Understand how at-will employment affects the discipline and termination process
- Understand how to discipline an employee effectively for misconduct or performance problems
- Understand the various ways in which companies lay the foundation for a termination or a layoff
- Understand the role performance reviews can play in a termination situation
- Understand the analysis that a company should go through when deciding how to handle performance/misconduct/termination issues

Course Outline:

- Employment At Will
- Progressive Discipline
- Managing Performance
- Effective Discipline
- Effective Termination
- Layoffs

California and Federal Wage and Hour Law

Wage and Hour is a broad category of laws and regulations which govern wages, hours and working conditions for employees. This course covers many of the common areas of confusion in these issues. As always, there are federal laws to consider and California law to consider. Generally, employers in California follow state law, as the California law tends to be more stringent than the federal law.

Learning Objectives:

- Understand how to determine whether a position is exempt or non-exempt
Understand how employers may employ children at various ages with restrictions on the kind of work they can perform and the number of hours they work
- Understand current minimum wage and all the areas that are affected by minimum wage
- Understand what restrictions exist on the number of hours an employer can have an employee work
- Understand overtime calculations and the various elements necessary to calculate overtime correctly
- Understanding recordkeeping guidelines and what to keep in mind

Course Outline:

- Wage and Hour Laws – Federal vx. California
- Exemptions
- Child Labor
- Minimum Wage
- Hours Worked
- Overtime
- Uniforms and Equipment
- Payment of Wages
- Special Situations
- Record Retention

California and Federal Leaves of Absence

The practice of managing leaves has become one of the more complex and time consuming in the average HR practitioner's world. With numerous legal issues, along with the choices available to employers, it is important that HR professionals have a thorough understanding of this topic.

Learning Objectives:

- Understand types of leaves, duration, conditions, and eligibility
- Understand mandatory leaves and voluntary leaves
- Understand benefits, timing, notice requirements and job return rights
- Understand the Family Medical Leave Act, California Family Rights Act, and Pregnancy Disability Leave (CA PDL)
- Understand the Americans Disabilities Act and Fair Employment and Housing Act disability legislation
- Understand military leaves
- Understand a variety of other leaves that affect employers

Course Outline:

- What is a Leave>
- Serious Health Conditions
- Timing of Leaves
- Disability Laws and Leaves
- School Visits and Education Leave
- Victims of Domestic Violence, Sexual Assault and Other Crimes
- Military Leave and Civic Responsibility
- Miscellaneous Leaves
- Income Replacement Programs

Compensation and Benefits Trends

Compensation and benefits designs and strategies are an ever-changing part of the employer-employee relationship. Employees will always look to their compensation and benefits to help determine how their employer feels about their contributions to the overall organization. Ideas, trends, and best practices can change quickly in response to a myriad of factors affecting the business. We will examine some of these trends and explore numerous ideas and concepts that you may be able to use to make sure your compensation and benefit packages are the best and most effective that your organization can offer.

Course Outline:

- Overview of Compensation and Benefits
- The Current State of Compensation
- A New Look at Compensation

- The Current State of Benefits
- A New Look at Benefits
- Legislation and Benefits
- Next Steps

HR's Role in Selecting Quality Talent

This course will examine the pivotal role that HR plays in finding the right people for the right position. The ability to identify the best possible people for job opportunities is one of HR's main responsibilities. Correctly staffing positions with talented employees gives the company the best chance of accomplishing whatever its goals are. Without the right employees in the right positions, an employer will struggle to be efficient and productive. HR professionals have much to offer in these efforts. In this course, we will look closely at this concept, often referred to as "talent acquisition".

Learning Objectives:

- Understand how to source candidates
- Understand the importance of good hiring practices and processes
- Understand the best way to determine a fit for the candidate and the opportunity
- Understand the elements necessary in effective interviewing
- Understand how a selection process works
- Understand the contribution HR makes in this realm

Course Outline:

- The Pivotal Role of HR in Talent Acquisition
- HR's Hiring Process
- Recruiting Strategies
- Identifying Quality Candidates
- Interviewing Styles and Methodologies
- The Selection Process
- The HR and Hiring Manager Relationship

HR and Supervisory Communications

Lack of communication, or poor quality communication, hinders an organization's effectiveness. Your value as an HR professional depends on the effectiveness of your communication skills. Successful companies have high-frequency and high-quality communication. This course will help HR professionals develop the best possible communications between Human Resources and other employees within the organization – including hourly employees, supervisors, managers and executives.

Learning Objectives:

- Understand how to review and refine your communication skills
- Understand how to provide a clear concise message in all kinds of communications
- Understand how to communicate ideas and messages to supervisors and managers in a persuasive and non-threatening manner
- Understand how to handle difficult situations where you are not being listened to
- Understand how to be heard at the executive level

Course Outline:

- Communication Basics
- Important Elements of Communication
- The Communication Process & How It Works
- The Role and Function of HR
- Building the Creditability of the HR Professional
- HR as a Persuading and Guiding Influence
- HR Working with Top Management

California Pregnancy Disability Leave 2012 Updates

This course succinctly reviews the pregnancy disability leaves laws prior to 2012 and describes the most recent changes made to pregnancy disability leave regulations in the state of California. Learners test their knowledge of the updated laws by engaging with practice scenarios.

Learning Objectives:

- *Identify the role of the Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) in Pregnancy Disability Leave (PDL) matters prior to 2012.*
- *Identify the changes to California's pregnancy disability leaves laws effective as of January 1, 2012.*
- *Identify who is eligible for the updates to California's pregnancy disability leaves laws.*
- *Identify the relevancy of the COBRA notice in relation to California's updates to pregnancy disability leaves laws.*

Course Outline:

- PDL Laws: Prior to 2012
- PDL Laws: 2012 Updates
- Practice Scenarios