

# WORKFORCE

D E V E L O P M E N T

A PROGRAM OF KILGORE COLLEGE

SPRING & SUMMER 2012

## BUSINESS COURSES-EMPHASIS HR

FOR ALL MANAGERS

TO ENHANCE PROFESSIONAL KNOWLEDGE AND ENCOURAGE IMPROVED PERFORMANCE IN OTHERS.

*Classes meet at the Bert E. Woodruff Adult Education Center, Kilgore Campus*

### NOT JUST HR

In today's business environment, any manager who supervises other employees needs to know the basics of human resources management. Kilgore College's Workforce Development Department offers courses applicable to all managers and supervisors. The courses also offer opportunities for HR professionals to refresh and enhance skills.

#### Spanish for Human Resources

24 hrs, \$175

8 wks / Mon / Feb 6-Apr 12 / 6:30-9:30 pm

Registration deadline: Jan. 20, 2012

*Command Spanish, Inc. ® focuses on key phrases needed to communicate effectively with a Spanish-speaking employee. No prior knowledge of Spanish is required. A training manual is provided and the class limit is 18.*

#### Employment Law for Supervisors

12 hrs, \$225

4 wks / Mon / May 7-June 4 / 6:30-9:30 pm

3 wks / Fri / July 20-Aug 3 / 8 am-12 pm

*All managers should be up-to-date on legal issues related to employment practices. Supervisors need the broad view on how to interact and conduct themselves with those they manage.*

#### Diversity in the Workplace

8 hrs, \$125

2 wks / Fri / March 23-30 / 8 am-12 pm

3 wks / Thurs / May 3-17 / 6:30-9:30 pm

3 wks / Mon / July 16-30 / 6:30-9:30 pm

*Improve business interaction and avoid discrimination by recognizing that bias and stereotyping negatively impact job performance and organizational effectiveness.*

#### Interviewing Skills

8 hrs, \$125

2 wks / Fri / Mar 2-9 / 8 am-12 pm

3 wks / Tues / Apr 10-24 / 6:30-9:30 pm

2 wks / Tues / June 5-12 / 8 am-12 pm

*Supervisors at all levels are often called upon to interview potential employees. Students will learn the basics of behavioral -based interviewing techniques which identify job-related competencies.*

**ON-SITE TRAINING IS AVAILABLE FOR THESE COURSES AT YOUR PLACE OF BUSINESS.**

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Detailed Course Descriptions are available at  
<http://www.kilgore.edu/workforce.asp>