

Spring 2011 Workforce Development Professional Skills Courses

Interviewing Skills for Employers

New!

2 weeks, 8 hours, \$125

(HRPO 2008 – Interviewing Skills for Employers)

This course covers behavioral based interviewing techniques, pre-employment screening and other predictors. Upon completion, participants will be able to conduct a behavioral interview, identifying interview questions that focus on job-related competencies.

Kilgore Campus:

KC090507.300 102Q

Fri., Feb. 4

8:00 a.m.-12:00 p.m.

Diversity in the Workplace

New!

2 weeks, 8 hours, \$125

This course is designed to show the impact of diversity on individual and organizational performance. Upon completion, participants will be able to identify aspects of diversity; distinguish between bias, stereotyping, and discrimination; describe how individual differences impact performance and organizational outcomes; outline techniques that improve interaction and organizational effectiveness.

Kilgore Campus:

KC090504.300 102Q

Fri., Feb. 18

8:00 a.m.-12:00 p.m.

Employment Law for Supervisors

New!

4 weeks, 12 hours, \$225

This course is an overview of laws and legal issues related to employment practice. Upon completion, participants will be able to describe legal issues in employment and identify laws related to employment practice.

Kilgore Campus:

KC090502.300 102Q

Mon., Feb 14

6:30-9:30 p.m.

Spanish for Human Resources

8 weeks, 24 hours, \$175

(FRNL 1001 – Occupational Specific Foreign Language)

This Command Spanish® training program is intended for anyone involved in human resources. Upon completion, participants will be able to use Spanish to do some or all of the following: welcome and receive potential and actual employees; conduct a basic, initial job interview; fill out new employee paperwork, including W-2s and insurance forms; orient new hires to basic workplace rules; professionally conduct employee evaluations and corrective action plans; and appropriately dismiss or lay off employees. **No prior knowledge of Spanish necessary. Training manual provided.**

Class limit: 20. **Registration deadline: Jan. 25, 2011.**

Kilgore Campus:

KC127102.307 102Q

Thurs., Feb. 3

6:30-9:30 p.m., AC



Human Resources

SHRM® Information Session

You are invited to a free information session to learn more about the Society for Human Resource Management (SHRM®) courses offered by Kilgore College. You'll meet the instructors, review the materials, and get your questions answered. More importantly, you'll find out how these courses can assist you with your career objectives, all without cost or obligation. ***For reservations or for more information, please call 903-983-8288.***

Date: Thurs., Jan. 20

Time: 6:30 p.m.

Place: Bert E. Woodruff Adult Education Center in Kilgore – Room 211

SHRM Essentials of HR® Management Certificate

6 weeks, 18 hours, \$475

(HRPO 1000 – Understanding the Human Resource Function)

This Society of Human Resource Management (SHRM®) course is considered an entry-level human resource training program. Topics covered include employment law in your workplace, effective recruitment and selection techniques, basics of compensation and benefits, orienting and training your employees, and ensuring quality performance. This course is designed specifically for individuals new to the human resource field or individuals who have some human resource responsibilities in addition to their regular job duties. **SHRM® training materials included. Registration deadline: Jan. 25, 2011.**

Kilgore Campus:

KC090508.301 102Q

Tues., Feb. 8

6:30-9:30 p.m., AC211

SHRM Learning System®

12 weeks, 36 hours, \$975

(HRPO 2030 – Human Resource Certification Test Preparation)

This Society of Human Resource Management (SHRM®) course is designed primarily as a certification preparation course for the Human Resource Certification Institute (HRCI) examinations. Topics include strategic management, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations, human resource development, and occupational health, safety, and security. This course is recommended for individuals who have worked in exempt-level human resource positions for at least two years. **SHRM® training materials included. Registration deadline: Jan. 25, 2011.**

Kilgore Campus:

KC090509.301 102Q

Thurs., Feb. 10

6:30-9:30 p.m., AC211