

Spring 2010 Workforce Development Professional Skills Courses

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. Most 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: Mon., Jan. 18

Time: 6:30 p.m.

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

SHRM® Learning System

12 weeks, 36 hours, \$925

(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: Feb. 3, 2010.**

Kilgore Campus:

KC090509.301 093Q Mon., Feb. 15

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

Essentials of Human Resource 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 course. 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 that have some human resource responsibilities in addition to their regular job duties. **SHRM training materials included. Registration deadline: Feb. 3, 2010.**

Kilgore Campus:

KC090508.301 093Q Tues., Feb. 16

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