Please Join Us!
FOR A FREE INFORMATION SESSION ON
TUESDAY, AUGUST 9, 2022
6:00 P.M. • Room 101 of the Whitten Applied Technology Center • Kilgore, Texas

In the free no-obligation session, you will learn about both the SHRM Learning System® and the SHRM Essentials® of Human Resources courses. You will also have the opportunity to meet the instructors, review the materials, discuss SHRM certification and exams and get answers to any questions you may have. The info sessions are free, but we do ask you to reserve your place. Seating is limited. To register please call (903) 983-8288 or e-mail bjbrown@kilgore.edu.

JUST Scan this Code
to discover additional programs that Kilgore College Workforce Development-Continuing Education has to help your business succeed!

HR Professional Certification

FALL 2022 COURSES

Today’s Human Resource professionals must be leaders, decision-makers and human-relations specialists in their organizations. Are your knowledge and skills keeping pace with the demands of your role? For more information call (903) 983-8288, or e-mail bjbrown@kilgore.edu or fax (903) 988-7506.
The Society for Human Resource Management (SHRM) is the world’s largest association that is devoted to human resource management. SHRM has created the most complete certification-preparation system available, which helps learners consistently outscore the national exam pass rates.

### SHRM Learning System® Certificate

**WHO SHOULD ATTEND?**
- HR professionals planning to take the SHRM-CP or SHRM-SCP certification exam
- SHRM-CP professionals seeking to upgrade their certification to SHRM-SCP
- Certified HR professionals needing credits for SHRM-CP/SHRM-SCP recertification
- HR practitioners seeking professional development to advance their careers
- Experienced managers who are new to the HR field
- Other mid-level managers pursuing a career change or promotion
- Individuals needing to obtain recertification credits

**CONVENIENT SCHEDULE FOR BUSY PROFESSIONALS**
Class meets 12 times (36 instructional hours). Students have the option to attend face-to-face class meetings or access class meetings through video conferencing. **Tuesday, September 6, 2022**

**COURSE FEE**
A course fee of $995 includes the SHRM Learning System manuals, access to the Online Resource Center, instructor handouts, and 36 hours of classroom instruction. To allow time to order your course materials, please register by the deadlines. The test windows are Dec. 1, 2022 – Feb. 15, 2023. For information on the SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP), please go to shrmcertification.org, e-mail shrmcertification@shrm.org or call 1-800-283-7476, option 3 or 1-703-548-3440, option 3.

While there is no single course of study that guarantees success on the HRCI exams, the SHRM Learning System has effectively helped thousands of individuals prepare for certification.

**REGISTER NOW**
Classes fill quickly and space is limited. Isn’t it time you prepare for the certification exam? These valuable credits can set you apart from other HR professionals and open the door to new career opportunities.

**WHO SHOULD ENROLL?**
These are typical job titles of students who have completed this program:
- Manager
- Small Business Owner
- Executive Assistant
- Trainer
- Office Manager
- Administrative Counselor
- Recruiter
- HR Specialist
- Administrative Assistant
- HR Generalist
- HR Administrator
- Staffing Specialist

**IMPROVE YOUR HR KNOWLEDGE & EFFECTIVENESS**
If you’re new to human resources or simply want to strengthen your employee management skills, the SHRM Essentials of Human Resources is for you. Knowledge of the essentials can make you a better manager, protect your company from needless litigation and help advance your career. This program is designed for junior-level human resource practitioners and those who want to know more about careers in HR. Others involved with hiring or managing employees also benefit from the course.

Offered in cooperation with the Society for Human Resource Management (SHRM), this cost-effective course covers real-life HR issues, including employment law, selecting qualified employees, compensation, the employee performance process and much more.

You’ll benefit from the shared experiences of your instructor and peers, learning techniques for handling HR challenges. In addition, you’ll receive a certificate of completion from Kilgore College and have the opportunity to earn 1.8 continuing education units (CEUs) for your participation.

**CONVENIENT SCHEDULES FOR BUSY PROFESSIONALS**
There is one session scheduled for 18 instructional hours. Students have the option to attend face-to-face class meetings or access class meetings through video conferencing. **Thursday, Sept. 29, 2022**

**COURSE FEE**
A course fee of $525 includes the SHRM training materials and 18 hours of classroom instruction. To allow time to order your course materials, please register by the deadlines. **Aug. 23 for SHRM Learning System® class**

**REGISTRATION DEADLINES**
- Sept. 15 for Essentials class
- Sept. 21 for Essentials class

**WHO SHOULD ATTEND?**
- Human resource practitioners seeking professional development
- Those who want to know more about careers in HR
- Others involved with hiring or managing employees

**BENEFITS FOR EMPLOYERS**
HR knowledge is critical to overall business success. This program can:
- Enhance the owner and office managers who perform HR functions
- Support the development of a common dictionary of HR terms for the entire organization
- Promote a consistent understanding of the HR function across the business
- Offer professional development for divisional or departmental supervisors to ensure HR compliance
- Develop a common dictionary of HR terms for the entire organization
- Enhance the importance of the HR function

**REGISTER NOW**
Classes fill quickly and space is limited. Isn’t it time to enhance your career and your ability to do business? This valuable certificate will set you apart from others and provides effective training across multiple job responsibilities and career paths. It will open the door! Job seekers can add HR skills to their resumes; small business owners and office managers who perform HR functions can learn best practices; new and junior HR practitioners can increase their knowledge; and new and experienced managers can learn skills to manage personnel under their direction.

This SHRM Essentials® of Human Services course provides a general study of human resource management. The course provides important knowledge and skills you can use immediately in your day-to-day job:
- Essentials of Human Resource Management: Gain a clear understanding of the HR function
- Employment Law in Your Workplace: Enhance your ability to apply key HR legislation
- Effective Recruitment and Selection Techniques: Gain important skills for selecting employees
- Basics of Compensation and Benefits: Learn the elements of a total compensation system
- Employee Development: Gain an understanding of orientation, development and training
- Performance Management: Discover the purpose and process for performance appraisals

To register, please contact Brenda Brown at (903) 983-8288 or e-mail bjbrown@kilgore.edu

*SHRM Essentials® of Human Services is a valuable certificate in the SHRM Learning System that is a successful completion of all three one SHRM certification courses.