



The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit.

HRCI Recertification Opportunities at Blue Ridge Community College
June - July 2010; all courses meet at BRCC's Plecker Center in Weyers Cave

Non-Credit Certificate: Advanced Human Resources for the Non-HR Manager

If you are involved with supervising employees and/or coordinating organization-wide HR programs, this series is for you! This three-part series taught by instructor **Tim Nicely** will focus on the behavioral aspects of human resources administration as you learn how to positively communicate with employees and effectively manage compensation & development programs. Join us on **Thursday evenings from 6:30-9 pm**. A non-credit certificate in Advanced Human Resources for the Non-HR Manager will be awarded for completing all three sessions. \$65 each; BRCC Weyers Cave Plecker Center **Submitted for approval, HRCI general credit, 2.5 hours each.*

June 10: **Employee Relations*** (31099) Positive employee/employer relationships help to motivate employees, ensure healthy employee morale, and contribute to increased productivity. Topics will include positive organizational culture, employee involvement, effective communication, and disciplinary action/complaint resolution.

June 17: **Compensation Administration*** (31100) An effective compensation administration program helps to attract and retain qualified employees, while ensuring compliance with all regulations governing employee pay. Join us for a discussion regarding the laws and regulations affecting compensation, job evaluation/analysis procedures, different compensation systems, and the various aspects of total compensation.

June 24: **Human Resources and Organizational Development+** (31101) Human Resources and Organizational Development efforts help ensure that the knowledge, skills, and abilities of the workforce meet current and future organizational needs. Topics discussed include the functions of HR and Organizational Development, assessing organization and HR needs, strategically aligning HR Development with organizational goals, and implementing & evaluating development programs. **+Submitted for approved, HRCI strategic credit 2.5 hours.**

Non-Credit Certificate: Management

Learn valuable skills and easy practical applications of self and staff management. Earn a BRCC Management Certificate. Join us on **Wednesday evenings from 6:30-8:30 pm** for these informative sessions led by **Nancy Bowman**. \$55 each; BRCC Weyers Cave Plecker Center **Submitted for approval, HRCI general credit 2 hours each*

July 7: **Managing People** (31102) It's all about you! The key to managing other people is learning how to manage yourself. Identify your core values, examine the differences in the baby boomers, Gen X and Y, and discuss what motivates each to perform at their best.

July 14: **What Great Managers Know and Do** (31103) Learn the characteristics of successful and of ineffective managers. Discover your management style and develop your own management principles.

July 21: **Managing Difficult People** (31104) Use Your Tool Box! Learn the myths of management and the tools you have to improve performance.

July 28: **HR Basics for Managers** (31105) Learn about employment laws, how HR systems work, and how they protect you and your staff.